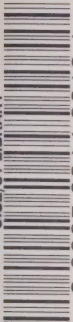


1979/80

Correspondence Courses/
Cours par correspondance
1979-80

OISE/UT LIBRARY



3 0005 0314 8212 1

Geology Introductory Physics Senior
Languages • French German Latin T
Introduction to Blueprint Reading Inter
n Art Composing Your Art Style in Art Th
without a Press Film the Lens and You Cin
00 Great European Art Geography • The C
of Canada Physical Geography Conservatio
Cours en français • Art Biologie Comptab
du consommateur Géographie Histoire M
érature grammaire et composition française
et composition anglaise Littérature gram
r élémentaire Business Education • Consum
d Management Computer Fundamentals I
Procedures Pitman Shorterhand Accountin
Computations Investment Computations B
ometry Calculus Algebra Mathema
Social Sciences • Canadian History
History Man in Society World Politics

OHEC

374.4713

059DE/C

1979/80



Ontario

Ministry
of
Education

Ministère
de
l'Éducation

Bette Stephenson, M.D.
Minister/Ministre

Politics Science ● General Science Physical
Physics Chemistry Advanced Chemistry Bi
Technical Subjects ● Carpentry Basic Draft
Blueprint Reading Visual Arts ● Beginning
Artist's Study Introduction to Drama Print
Photography Through Artists' Eyes Art to 1
Continents of Europe and Asia The Geography
on Human Geography Urban Development
e Dactylo Dessin industriel Droit Éducation
Mathématiques Photographie Physique Lit
littérature canadienne-française Grammaire
naire et composition anglaise Cours au palai
studies Marketing Business Organization a
typewriting Communications and Business
Mathematics ● Basic Arithmetic Consumer
ess Computations Statistics and Probabilit
f Investment Relations and Functions Hist
ncient and Medieval History Economics V

Correspondence Education Branch
909 Yonge Street
Toronto, Ontario M4W 3G2
(416) 965-2657


Direction de l'enseignement
par correspondance
909, rue Yonge
Toronto (Ontario) M4W 3G2
(416) 965-1231

Correspondence Courses/ Cours par correspondance 1979-80

CURRICULUM RESOURCES
OISE LIBRARY

Science Geology Introductory Physics Senior
Languages ● French German Latin T
ng Introduction to Blueprint Reading Inter
n Art Composing Your Art Style in Art Th
without a Press Film the Lens and You Cin
00 Great European Art Geography ● The C
of Canada Physical Geography Conservati
Cours en français ● Art Biologie Comptab
du consommateur Géographie Histoire M
érature grammaire et composition française
et composition anglaise Littérature gram
r élémentaire Business Education ● Consum
d Management Computer Fundamentals I
Procedures Pitman Shorterhand Accountin
Computations Investment Computations B
Trigonometry Calculus Algebra Mathema
ry and Social Sciences ● Canadian History
World History Man in Society World Politics

COMP. STOR.



Digitized by the Internet Archive
in 2025 with funding from
University of Toronto

Contents/ Table des matières

- 5 Introduction
- 6 Elementary School Program/Programme offert au palier élémentaire
 - Children/Enfants
 - Adults/Adultes
- 9 Secondary School Regular Program/Programme d'études secondaires
- 10 Admission Requirements and Procedures/Conditions d'admission et modalités d'inscription
 - Adults/Adultes
 - Students under sixteen/Élèves âgés de moins de 16 ans
 - Ontario residents temporarily absent from the province/Personnes domiciliées en Ontario mais temporairement absentes de la province
- 12 Information for Students/Renseignements à l'intention des élèves
 - Provision of materials, texts, and supplies/Matériel, manuels et fournitures
 - Submission and evaluation of assignments/Soumission et correction des devoirs
 - Course completion/Progression
 - Post-secondary objectives/Préparation aux études postsecondaires
- 14 Certificates and Diplomas/Certificats et diplômes
 - Certification/Certificats
 - Secondary School Graduation Diploma/Diplôme d'études secondaires
 - Secondary School Honour Graduation Diploma/Diplôme d'études secondaires supérieures
 - Statement of achievement/Relevé de notes
- 16 Day-School Students Program/Programme offert aux élèves des écoles secondaires (cours de jour)
- 19 Course Descriptions/Description des cours
 - 20 Course codes/Code des cours
 - 21 List of courses
 - 24 Liste des cours
 - 25 Anglais
 - 26 Business Education/Études commerciales
 - 30 English
 - 34 Français
 - 35 French and German
 - 38 Geography/Géographie
 - 41 History and Social Sciences/Histoire et sciences sociales
 - 44 Latin
 - 45 Mathematics/Mathématiques
 - 52 Science/Sciences
 - 56 Technical Subjects/Sujets techniques
 - 57 Visual Arts/Arts plastiques et visuels

Introduction

The Ministry of Education is the principal agency through which the Government of Ontario discharges its constitutional responsibilities for the education of the people of Ontario. The Ministry promotes a wide range of opportunities to enable all individuals, whether they are of school age or older and whether they are at school or out of school, to obtain a worth-while education and to have access to further educational experiences consistent with their personal needs and the needs of society.

Through the Correspondence Education Branch, thousands of Ontario residents benefit from an educational opportunity that is suited to their needs and circumstances. Typical among those who participate are: adults seeking to further their education, complete secondary school, gain admission to a university, college, or training course, or earn a promotion in their employment; individuals wishing to study subjects related to their interests, hobbies, or employment; Senior Division public secondary school students supplementing their school programs; students temporarily absent from the province maintaining continuity in their education; and students unable to attend school because of medical reasons or distance from school.

The free services provided fall into three main categories:

- a) Counselling can be obtained by writing, telephoning, or visiting the Correspondence Education Branch, 909 Yonge Street, Toronto, Ontario M4W 3G2. There, education counsellors advise applicants and enrolled students regarding course selection, diploma requirements, career planning, and post-secondary educational opportunities.
- b) Lessons and support materials are provided for both elementary and secondary school correspondence courses.
- c) Qualified teachers provide evaluation, support, encouragement, and tutorial assistance through reviews of submitted assignments. They also supervise and mark tests at the completion of a course.

Introduction

Le ministère de l'Éducation est le principal organisme par l'intermédiaire duquel le gouvernement de l'Ontario se décharge de ses responsabilités constitutionnelles ayant trait à l'éducation des Ontariens. Le ministère s'efforce de donner à tous les habitants de la province, quel que soit leur âge, qu'ils aillent à l'école ou non, toutes les chances possibles d'acquérir une éducation solide et de poursuivre leurs études selon leurs besoins et ceux de la société.

Des milliers d'Ontariens profitent de la possibilité qui leur est offerte, par l'intermédiaire de la Direction de l'enseignement par correspondance, de poursuivre leurs études d'une façon adaptée à leurs besoins et à leur situation. Quelles sont les personnes qui suivent des cours par correspondance? Des adultes qui désirent parfaire leur éducation, terminer leurs études secondaires, s'inscrire dans une université, un collège ou un cours de formation professionnelle, obtenir une promotion au travail, ou simplement étudier, pour leur satisfaction personnelle, des sujets qui les intéressent particulièrement; des élèves du cycle secondaire supérieur qui fréquentent une école publique et désirent suivre des cours supplémentaires; des élèves temporairement absents de la province qui souhaitent assurer la continuité de leurs études; enfin, des élèves à qui il est impossible de fréquenter l'école, pour des raisons médicales ou parce qu'ils demeurent trop loin de l'école.

Trois catégories de services sont offerts gratuitement :

- a) des services d'orientation auxquels on peut avoir recours en écrivant, en téléphonant ou en se présentant à la Direction de l'enseignement par correspondance, 909, rue Yonge, Toronto (Ontario) M4W 3G2. Des orienteurs conseillent les personnes qui désirent s'inscrire à des cours par correspondance, ou le sont déjà, relativement au choix des cours, aux conditions d'obtention des diplômes, à la préparation d'une carrière ou à des études postsecondaires;
- b) la fourniture des leçons et du matériel d'apprentissage, tant pour les cours par correspondance du palier élémentaire que pour ceux du secondaire;
- c) l'évaluation des travaux, l'appui, l'encouragement et l'aide d'enseignants qualifiés chargés de corriger les devoirs.

Elementary School
Program/Programme
offert au palier
élémentaire

Science Physical Science Geology Introduction to Chemistry Biology Languages ● French Entry Basic Drafting Introduction to Blue Arts ● Beginning in Art Composing Your n to Drama Prints without a Press Film th sts' Eyes Art to 1500 Great European Art ia The Geography of Canada Physical Geoban Development Cours en français ● Art el Droit Éducation du consommateur Géographie Physique Littérature grammaire et co nçaise Grammaire et composition anglaise ise Cours au palier élémentaire Business I ss Organization and Management Comput ons and Business Procedures Pitman Sho metic Consumer Computations Investme cs and Probability Trigonometry Calculus d Functions History and Social Sciences ● tory Economics World History Man in So

Children

Elementary school correspondence courses from Grades 1 to 8 are available to Ontario children who are unable to attend school. Lessons, materials, and other supplies are provided; textbooks are lent; and assignments are corrected by qualified associate teachers.

A child living in Ontario who is between six and sixteen years of age, and who is unable to attend school for a period of three months or more is eligible for enrolment. A child who normally resides in Ontario but is temporarily living outside Canada is also eligible. Since enrolment for those living outside Canada cannot be continued indefinitely, eligibility will be reconsidered when parents request that a child's enrolment be continued into another grade. A person normally resident in Ontario but temporarily living outside the province may participate in the correspondence education program for a maximum of three years.

Parents wishing to apply for elementary school enrolment for a child should complete Application Form A and return it to the Correspondence Education Branch, together with the child's last school report and either a medical certificate if the child is not well enough to attend school, or a recommendation for enrolment from the senior educational officer for the area if distance is the reason that the child is unable to attend school. The certificate or recommendation must state the reason for non-attendance and the length of time the child will be absent from school. No certificate or recommendation is required for children going abroad.

A parent applying for the enrolment of a child temporarily residing outside Canada must supply the name and address of a person in Ontario who will assume the responsibility of forwarding books and lessons. All material from this office will be addressed to this person, who should be instructed to rewrap the material, print the pupil's foreign address and the return address on the parcel, prepare a customs declaration form, and pay sufficient postage to carry the material to its foreign destination.

Enfants

Des cours de la 1^{re} à la 8^e année sont offerts en français et en anglais aux enfants qui résident en Ontario et ne peuvent pas fréquenter l'école. On leur fournit les leçons, le matériel d'apprentissage et d'autres fournitures et on leur prête les manuels. Les devoirs sont corrigés par des enseignants qualifiés.

Tout enfant âgé entre six et seize ans, qui réside en Ontario et ne peut pas aller à l'école pendant trois mois ou plus, peut faire une demande d'inscription. Tout enfant qui est domicilié en Ontario mais réside temporairement à l'étranger peut également s'inscrire à des cours par correspondance. Puisque les élèves qui résident en dehors du Canada ne peuvent suivre ces cours indéfiniment, leur admissibilité sera reconsidérée au moment où les parents voudront renouveler l'inscription de leur enfant à la classe suivante. Les personnes domiciliées en Ontario mais résidant temporairement à l'extérieur de la province peuvent suivre des cours par correspondance pendant trois ans au maximum.

Les parents qui désirent inscrire leur enfant au palier élémentaire sont priés de remplir la formule B et la retourner à la Direction de l'enseignement par correspondance accompagnée du dernier bulletin scolaire de l'enfant et soit d'un certificat médical si l'état de santé de l'enfant ne lui permet pas de fréquenter une école, soit de la recommandation de l'agent principal d'éducation de la région lorsque l'enfant ne peut se rendre à l'école à cause de la distance qui le sépare de l'établissement scolaire. Indiquer sur le certificat ou sur la recommandation, suivant le cas, la raison et la durée éventuelle de l'absence. On ne demande ni certificat médical ni recommandation dans le cas d'un enfant qui part pour l'étranger.

Les parents qui font une demande d'inscription pour leur enfant résidant temporairement à l'étranger doivent donner le nom et l'adresse d'une personne domiciliée en Ontario qui voudra bien se charger de transmettre les leçons et les manuels scolaires à l'élève. Il appartient aux parents d'indiquer à cette personne la façon de rempaqueter le matériel scolaire, d'inscrire sur le

Children in good health should spend as much time on their studies each day as they would normally while attending school. In this way, they will be able to complete the work of an entire grade in a year. If enrolment is to be continued into the next grade, parents may request lessons and supplies in advance to ensure that they will be received by the time they are needed.

Ontario residents enrolled in correspondence courses must submit lesson assignments for appraisal and comment. Pupils living outside Canada are advised to do the same if at all possible, since children gain satisfaction and encouragement from personal contact with a teacher and from receiving recognition for their work. Each student who completes a grade satisfactorily receives a certificate of promotion. Parents should note that lessons sent in for marking must include all the assignments required in every subject.

Adults

Applicants who have not completed elementary school and who wish to prepare for enrolment in secondary school courses should use Form C to apply for English E130 (described on page 30) English E160 (described on page 30), or Mathematics M160 (described on page 50).

paquet l'adresse de l'élève à l'étranger et celle de l'expéditeur, de remplir une déclaration de douane et d'affranchir le paquet selon son poids et sa destination.

Les élèves qui jouissent d'une bonne santé devraient passer, chaque jour, le même temps à leurs études que s'ils fréquentaient l'école. Ils réussiront ainsi à couvrir leur programme en une année. Si les parents ont l'intention de renouveler l'inscription de leur enfant à la classe suivante, ils peuvent demander que les leçons et les fournitures nécessaires leur soient expédiées à l'avance pour éviter toute perte de temps.

Les élèves demeurant en Ontario qui sont inscrits aux cours par correspondance doivent renvoyer leurs devoirs pour les faire corriger. Ceux qui résident à l'étranger sont invités à faire de même dans la mesure du possible, les élèves gagnant à être suivis, encouragés et félicités. L'élève qui termine son année scolaire avec succès reçoit un certificat l'autorisant à passer dans la classe suivante. Le travail à faire corriger doit comprendre tous les devoirs dans chaque matière.

Adultes

Les personnes qui n'ont pas terminé l'école élémentaire, mais qui désirent suivre quelques cours à ce niveau avant de se faire inscrire au palier secondaire, doivent utiliser la formule C pour s'inscrire à un des cours suivants : Français 8^e année, Anglais AN-10 (description page 25), English E130 (description page 30), English E160 (description page 30), Mathématiques de base M-10 (description page 50), Mathematics M160 (description page 50).

Secondary School
Regular Program/
Programme
d'études secondaires

Science Physical Science Geology Introductory
and Chemistry Biology Languages ● French
Country Basic Drafting Introduction to Blueprints
Arts ● Beginning in Art Composing Your Art
to Drama Prints without a Press Film the I
s' Eyes Art to 1500 Great European Art Ge
The Geography of Canada Physical Geogr
an Development Cours en français ● Art B
Droit Éducation du consommateur Géogr
ie Physique Littérature grammaire et com
çaise Grammaire et composition anglaise L
se Cours au palier élémentaire Business Ed
Organization and Management Computer
ns and Business Procedures Pitman Shorte
netic Consumer Computations Investment
s and Probability Trigonometry Calculus A
l Functions History and Social Sciences ● C
ry Economics World History Man in Socie

Admission Requirements and Procedures

Conditions d'admission et modalités d'inscription

Adults

Education by correspondence allows room for independence and individuality in course selection and program planning, flexibility in starting and completion dates, and freedom of time and place of study. These factors make it suitable for thousands of adults seeking further education.

Correspondence courses are available to Ontario residents who are past the compulsory school age and are not enrolled in public secondary school day classes. Applicants must be Canadian citizens or landed immigrants.

Each applicant may be enrolled in one course at the time of initial registration. Enrolment in additional courses may be requested by students whose educational objectives, available time, and progress in correspondence course studies make such enrolment advisable.

Adults who wish to enrol should study the material in this calendar, complete Application Form C, and submit it to the Correspondence Education Branch. Students applying within three months of leaving school must obtain and submit the recommendation of the principal of the school they attended.

Students under sixteen

Correspondence courses are available to Ontario residents of compulsory school age who are not in attendance at school because of extended illness or distance from school. The parent or legal guardian of such a child should request the child's enrolment in secondary school courses by completing Application Form C and submitting it to the Correspondence Education Branch with evidence of the child's legal absence from school.

Correspondence courses are available to children on the request of the Early School Leaving Committee of a school board. Application Form C must be completed and signed by the parent or legal guardian and submitted to the director of the Correspondence Education Branch, together with a copy of the student's school record (including courses in progress when the student left school)

Adultes

L'enseignement par correspondance permet à chacun de choisir ses cours et de planifier son programme d'études, de commencer et de terminer un cours quand il peut, d'étudier où et quand il veut. C'est donc le moyen par excellence pour de nombreux adultes de continuer à s'instruire.

Les cours par correspondance sont offerts à toutes les personnes domiciliées en Ontario qui ont dépassé l'âge de la scolarité obligatoire, ne sont pas inscrites à des cours de jour dans les écoles secondaires publiques et ont la citoyenneté canadienne ou le statut d'immigrant reçu.

Chaque élève s'inscrit initialement à un cours. Il peut néanmoins s'inscrire par la suite à d'autres cours si ses ambitions scolaires, le temps dont il dispose et ses progrès justifient cette décision.

Les adultes qui désirent s'inscrire à un cours sont priés d'étudier le contenu de ce prospectus, de remplir la formule C et de l'envoyer à la Direction de l'enseignement par correspondance. Les personnes qui font une demande dans les trois mois qui suivent leur départ de l'école doivent obtenir la recommandation du directeur de leur école et la joindre à la demande.

Élèves âgés de moins de 16 ans

Les cours par correspondance sont offerts à toutes les personnes domiciliées en Ontario qui ont l'âge de la scolarité obligatoire et ne fréquentent pas une école pour des raisons de santé ou parce qu'ils demeurent loin de l'école. Les parents ou le tuteur d'un enfant de moins de 16 ans doivent, s'ils veulent le faire inscrire à des cours au palier secondaire, remplir la formule C et l'envoyer à la Direction de l'enseignement par correspondance, accompagnée d'un document prouvant que l'enfant est légalement dispensé de fréquenter l'école.

Des enfants peuvent suivre des cours par correspondance, à la demande du Comité des départs scolaires prématurés d'un conseil scolaire. Les parents ou le tuteur doivent remplir et signer la

and a written recommendation for enrolment from the committee signed by the chairperson or secretary. Initially, a student may be enrolled in one course only. When at least one half of the lessons in the first course have been completed, an additional course may be requested. Elementary-level courses are not available to students on early school leaving.

Ontario residents temporarily absent from the province

Children of school age normally resident in Ontario can be enrolled in correspondence courses while temporarily absent from Canada. An adult normally resident in Ontario and temporarily living outside the province is also eligible for enrolment. Such individuals may participate in the correspondence education program for a maximum of three years while absent from the province. An applicant who will be leaving Canada must provide the name and address of an Ontario resident who will assume responsibility for forwarding books, lessons, and marked assignments. The duties of this liaison person are outlined at the time of the student's enrolment.

Before leaving Canada, the applicant should study this calendar, complete Application Form F, and submit it to the Correspondence Education Branch together with a complete secondary school record (including courses in progress when the student left school).

formule C et l'envoyer au directeur de l'enseignement par correspondance, accompagnée d'une copie du dossier scolaire de l'élève (comprenant les cours qu'il suivait au moment où il a quitté l'école) et d'une recommandation écrite du comité, signée par le président ou le secrétaire. L'élève commence par s'inscrire à un seul cours. Lorsqu'il a terminé au moins la moitié des leçons du premier cours, il peut demander à s'inscrire à un second cours. On n'offre pas de cours du palier élémentaire aux élèves qui quittent prématurément l'école.

Personnes domiciliées en Ontario mais temporairement absentes de la province

Les enfants d'âge scolaire qui, normalement, sont domiciliés en Ontario mais se trouvent temporairement absents du Canada, peuvent s'inscrire à des cours par correspondance. Les adultes qui, normalement, sont domiciliés en Ontario mais demeurent temporairement à l'extérieur de la province, peuvent s'y inscrire eux aussi. Ces personnes peuvent suivre des cours par correspondance pendant un maximum de trois ans pendant leur absence de la province. Toute personne s'appêtant à quitter le Canada et désireuse de s'inscrire à un cours par correspondance doit laisser le nom et l'adresse d'une personne domiciliée en Ontario qui lui transmettra livres, leçons et devoirs corrigés. L'agent de liaison prend connaissance de ses fonctions au moment de l'inscription de l'élève.

Avant de quitter le Canada, toute personne qui désire s'inscrire à des cours doit étudier cette brochure, remplir la formule F et l'envoyer à la Direction de l'enseignement par correspondance accompagnée de son dossier d'études secondaires complet (comprenant les cours qu'elle a commencé à suivre).

Information for Students

Provision of materials, texts, and supplies

Students may begin courses at any time of the year. Once an application has been approved, the student is enrolled and provided with an initial set of materials. (Only students taking Grade 13 courses are required to obtain their own textbooks.) Further lessons and learning materials are supplied automatically as the student progresses through the course. Texts and kits are loaned to students and must be returned to the Correspondence Education Branch on completion or termination of the course concerned.

Submission and evaluation of assignments

A student's success in studies undertaken by correspondence depends on the careful study of lesson materials, the regular completion and submission of assignments, and the constructive use of teachers' comments and suggestions.

Students are assigned a correspondence course associate teacher for each course in which they are enrolled. As soon as the assignments for a lesson have been completed, they should be mailed to the associate teacher, and the student should proceed with the next lesson. While each student's progress is monitored and recorded by the Correspondence Education Branch, the submission, review, and return of assignments will usually involve direct mail contact between a student and the teacher to whom the student is assigned in a course.

The associate teachers are qualified and experienced school teachers located throughout the province. They evaluate the work that students submit and give written assistance and advice.

Course completion

Regular submission of assignments is desirable not only because it has a positive impact on the learning process, but also because it hastens course completion, thus ensuring that the course under study is current and that the associate teacher to whom the student is assigned is available. In cases where it is necessary for correspondence education students to interrupt their studies, however, it is usually possible for them to

Renseignements à l'intention des élèves

Matériel, manuels et fournitures

On peut commencer à suivre un cours à n'importe quel moment de l'année. Dès qu'une demande est approuvée, l'élève est inscrit et on lui prête un jeu initial de matériel. (Seuls les élèves de 13^e année doivent se procurer leurs propres manuels.) On remet automatiquement à l'élève d'autres leçons et matériel à mesure qu'il progresse. Manuels et troussees sont fournis gratuitement à l'élève et doivent être renvoyés à la Direction de l'enseignement par correspondance une fois le cours terminé (ou abandonné).

Soumission et correction des devoirs

Pour que l'enseignement par correspondance lui soit profitable, l'élève doit bien étudier les leçons, faire ses devoirs, les soumettre régulièrement, et tenir compte des remarques et des suggestions de l'enseignant.

Les élèves relèvent d'un enseignant adjoint à la Direction de l'enseignement par correspondance pour chacun des cours auxquels ils sont inscrits. Aussitôt que les devoirs correspondant à une leçon sont terminés, l'élève doit les envoyer à cet enseignant et passer à la leçon suivante. La Direction de l'enseignement par correspondance contrôle et enregistre la progression de chaque élève, mais l'élève doit généralement envoyer directement ses devoirs à l'enseignant qui, à son tour, les lui renvoie corrigés et notés. Les enseignants adjoints à la Direction de l'enseignement par correspondance sont des enseignants qualifiés et expérimentés qui exercent dans la province. Ils évaluent les travaux remis par les élèves et leur offrent aide et conseils par écrit.

Progression

Il est préférable que l'élève remette régulièrement ses devoirs pour pouvoir progresser normalement et terminer plus rapidement le cours, de façon que le sujet étudié demeure actuel et que l'enseignant dont il relève soit disponible. Toutefois, lorsqu'un élève doit interrompre ses études par correspondance, il lui est ordinairement possible de les reprendre plus tard à partir du point où il les avait interrompues.

resume these studies later at the point at which they were interrupted.

Students in the regular program earn credit for a Grade 9 or 10 course by completing lesson assignments. The final mark is based on the assignments. There are no tests for these courses.

Students earn credit for a Grade 11, 12, or 13 course by completing the lesson assignments and writing a final, supervised test. Students who for medical or other justifiable reasons wish consideration for exemption from the final test should write to the registrar of the Correspondence Education Branch giving evidence in support of their request.

The final test is supervised by a correspondence course supervisor in the student's locality. On request, arrangements can be made for writing final tests at the Correspondence Education Branch office. Students living outside Ontario are asked to submit to the Correspondence Education Branch the name of a professional person for approval as supervisor.

Courses may be completed and certificates obtained at any time of the year. The time taken to gain standing in a course will depend mainly on the individual student's speed in completing assignments successfully. Another factor is the time required for each lesson to travel between the student and the associate teacher.

Post-secondary objectives

Students whose objective is to gain admission to an institution of post-secondary education should consult officials of that institution to find out what standing, diploma, or particular subjects are required and the special provisions that exist for the admission of mature students.

Horizons, an annual publication of the Ministry of Education, Colleges and Universities, is a guide to educational opportunities in Ontario beyond the secondary school level. It is available from the Information Resources Branch, Ministry of Education, Colleges and Universities, 9th Floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 1B9.

Les élèves du programme normal obtiennent des crédits de 9^e et 10^e année en faisant les devoirs prescrits. La note finale se base sur les devoirs prescrits. Aucun examen n'est requis à ce niveau.

Les élèves obtiennent des crédits de 11^e, 12^e et 13^e année en faisant les devoirs prescrits et en passant à la fin du cours un examen écrit surveillé. Les élèves qui, pour des raisons médicales ou autres, veulent se faire exempter de l'examen, doivent écrire au secrétaire de la Direction de l'enseignement par correspondance et justifier leur demande.

L'élève passe l'examen final dans sa localité, sous la surveillance d'une personne désignée à cet effet. Les examens finals peuvent être passés sur demande au bureau de la Direction de l'enseignement par correspondance. Les élèves qui résident hors de l'Ontario sont priés de soumettre à l'approbation de la Direction de l'enseignement par correspondance, le nom d'une personne qui exerce une profession libérale et qui pourrait les surveiller lors de l'examen.

On peut terminer un cours et obtenir un certificat à n'importe quel moment de l'année. La durée du cours dépend surtout du temps qu'il faut à l'élève pour réussir à faire ses devoirs. Cela dépend également du temps qu'il faut pour acheminer chaque leçon de l'élève à l'enseignant chargé de corriger les devoirs.

Préparation aux études postsecondaires

Les élèves qui désirent s'inscrire à un établissement d'enseignement postsecondaire doivent se renseigner auprès des responsables de l'établissement sur les notes ou le diplôme exigés, les matières obligatoires et les stipulations spéciales régissant l'admission des adultes.

Tour d'horizon, une publication annuelle du ministère de l'Éducation et des Collèges et Universités, donne une idée des cours offerts en français au niveau postsecondaire en Ontario. On peut en obtenir un exemplaire à la Direction de l'information, ministère de l'Éducation et des Collèges et Universités, 9^e étage, édifice Mowat, Toronto (Ontario) M7A 1B9.

Certificates and Diplomas

Certification

Credits are awarded when the student achieves standing in a correspondence course. Certificates issued by the Correspondence Education Branch have the same validity as those issued by Ontario secondary schools.

A certificate for completion of a correspondence course at the secondary school level states the credit value of the certificate towards the Secondary School Graduation Diploma or the Secondary School Honour Graduation Diploma. When the student has earned through correspondence courses the last credit needed to meet the requirements for either of these certificates, a diploma is issued.

The awarding of diplomas and diploma credits which have been earned through correspondence studies is reported to the Management Information Systems Branch of the Ministry.

Secondary School Graduation Diploma

A student can fulfil the requirements for the Ontario Secondary School Graduation Diploma by accumulating credits through Ministry of Education correspondence courses, at an Ontario public secondary school (day or evening program), at an inspected Ontario private school, or through a combination of these programs.

A student who is at least eighteen years of age and who has withdrawn from school for a period of at least one year may be granted equivalent credits for maturity and length of time out of school, for the successful completion of courses that are not normally identified as secondary school courses, and for the successful completion of each period of an apprenticeship training program. Equivalent credits thus granted are added to the other credits accumulated by the student.

A correspondence education student can obtain information about necessary credits towards a Secondary School Graduation Diploma by writing to the registrar of the Correspondence Education Branch and submitting official records and other relevant information. An assessment of the stu-

Certificats et diplômes

Certificats

L'élève reçoit des crédits pour chaque cours par correspondance qu'il a suivi et réussi. Les certificats que décerne la Direction de l'enseignement par correspondance ont la même valeur que ceux qui sont décernés par les écoles secondaires de l'Ontario.

Le certificat délivré à la fin d'un cours du niveau secondaire indique sa valeur en crédits en vue de l'obtention du diplôme d'études secondaires ou du diplôme d'études secondaires supérieures.

Le diplôme est décerné à l'élève lorsqu'il a obtenu, en suivant les cours par correspondance, le nombre de crédits exigé.

La Direction des systèmes et des dossiers informatiques du ministère est tenue au courant des crédits d'études secondaires et de 13^e année décernés aux élèves qui suivent des cours par correspondance.

Diplôme d'études secondaires

On peut accumuler les crédits exigés pour obtenir le diplôme d'études secondaires en suivant les cours par correspondance du ministère de l'Éducation, en fréquentant une école secondaire de l'Ontario (cours de jour ou du soir), en suivant des cours dans une école privée inspectée de l'Ontario ou en combinant ces divers moyens.

L'élève âgé d'au moins 18 ans, qui ne fréquente plus l'école depuis un an au minimum, peut obtenir des crédits en raison de sa maturité et du temps qu'il a passé en dehors de l'école; pour avoir terminé avec succès des cours n'étant pas normalement reconnus comme des cours du palier secondaire; pour avoir terminé avec succès chaque période de formation professionnelle. Les crédits obtenus s'ajoutent à ceux que l'élève possède déjà.

Les élèves qui suivent des cours par correspondance peuvent se renseigner sur les crédits nécessaires à l'obtention du diplôme d'études secondaires en écrivant au secrétaire de la Direction de l'enseignement par correspondance et en

dent's standing may be deferred until the student has made progress in correspondence course study.

Secondary School Honour Graduation Diploma

The requirements for the Secondary School Honour Graduation Diploma are met through the accumulation of six Ontario secondary school Grade 13 credits. These credits may be accumulated through Ministry of Education correspondence courses, at Ontario public secondary schools or inspected private schools, or through a combination of these programs. No equivalent credits are granted for this diploma.

Statement of achievement

On the request of a student, the registrar of the Correspondence Education Branch will issue a statement of achievement indicating the courses completed, the final marks, and the credit value of the courses. The student can request a progress report in a course in which a significant part of the required work has been completed and evaluated (at least ten lessons in a twenty-lesson course, and at least five lessons in a ten-lesson course).

lui envoyant les dossiers officiels et les renseignements appropriés. On attend quelquefois pour en faire l'évaluation que l'élève ait progressé dans ses études par correspondance.

Diplôme d'études secondaires supérieures

Pour satisfaire aux conditions d'obtention du diplôme d'études secondaires supérieures, on doit accumuler six crédits de 13^e année du programme d'études de l'Ontario. On peut obtenir ces crédits en suivant des cours par correspondance du ministère de l'Éducation, des cours de 13^e année dans une école secondaire de l'Ontario ou dans une école privée inspectée de l'Ontario, ou encore une combinaison de ces cours. On n'accorde pas d'équivalence de crédits pour ce diplôme.

Relevé de notes

Le secrétaire de la Direction de l'enseignement par correspondance remet à l'élève qui en fait la demande un relevé de ses notes indiquant les cours terminés, les notes finales et le nombre de crédits obtenus pour ces cours. L'élève peut demander un rapport sur ses progrès dans un cours si une assez grande partie des travaux exigés pour ce cours a été remise et corrigée (au moins dix leçons pour un cours de vingt leçons et cinq pour un cours de dix leçons).

Day-School Students
Program/Programme
offert aux élèves des
écoles secondaires
(cours de jour)

General Science Physical Science Geology
Advanced Chemistry Biology Languages
● Carpentry Basic Drafting Introduction
Visual Arts ● Beginning in Art Composition
Introduction to Drama Prints without a Press
Through Artists' Eyes Art to 1500 Great European
and Asia The Geography of Canada Physical
Geography Urban Development Cours en français
Industriel Droit Éducation du consommateur
Photographie Physique Littérature grammair
Française Grammaire et composition
Anglaise Cours au palier élémentaire Business
Business Organization and Management
Communications and Business Procedures Physics
Basic Arithmetic Consumer Computations Intro
Statistics and Probability Trigonometry
Equations and Functions History and Social Studies
Level History Economics World History Mathematics

Day-School Students Program

A student in Grade 11, 12, or 13 at a public secondary school may be eligible to take a correspondence course while enrolled at school, provided he or she has been granted a minimum of ten credits prior to the date of application. The educational program of a student in attendance at a secondary school is the responsibility of the principal of that school. On the written recommendation of the principal, the director of the Correspondence Education Branch can admit an eligible secondary school student to one of the following courses, if the student is unable to take the course at school: any course with a code beginning with 3, 4, or 5; English E111, English E211, English E240, Français F-11, Français F-21, French F103 or French F105, French F203, Typewriting I TY102, Typewriting II TY240, Latin L211, Art A200, and Drafting D202. Other Grade 9 and 10 courses are not offered to public secondary day-school students.

Application Form D is available from the school attended by the student. The completed form, together with a copy of the student's complete secondary school record, a list of courses in the student's current program at school, and a written recommendation for enrolment from the principal, must be submitted to the director of the Correspondence Education Branch for approval. The signature of a parent or legal guardian is also required for an applicant under eighteen years of age.

Initially, a day-school student will be enrolled in one course only. A request for an additional course can be made after all of the lesson assignments in the first course have been completed. The completed Form D and the school principal's written recommendation for enrolment are again required. The Correspondence Education Branch will not accept any new applications or requests for additional enrolments during July or August 1980.

Day-school students who enrol in a correspondence course must schedule their work so as to complete all of the lessons in the course within

Programme offert aux élèves des écoles secondaires

Un élève inscrit dans une école secondaire publique en 11^e, 12^e ou 13^e année et qui a déjà obtenu au moins dix crédits avant de faire sa demande peut être admis à suivre un cours par correspondance. Le directeur de l'école est alors chargé des études de l'élève. Le directeur de l'enseignement par correspondance, sur la recommandation écrite du directeur de l'école, peut admettre cet élève à l'un des cours suivants, si l'élève est dans l'impossibilité de suivre ce cours à l'école : n'importe quel cours dont le numéro de code commence par 3, 4 ou 5, ainsi que Anglais AN-10, Anglais AN-20, English E111, English E211, English E240, Français F-11, Français F-21, French F103, French F105, French F203, Dactylographie DA-10, Typewriting I TY102, Typewriting II TY200, Latin L211, Art A-20, Art A200, Dessin industriel D-20 et Drafting D202. Les autres cours de 9^e et 10^e année ne sont pas offerts aux élèves des cours de jour.

L'élève peut se procurer la formule D à l'école qu'il fréquente. Cette formule dûment remplie ainsi que le dossier scolaire de l'élève, une liste de ses cours et une recommandation écrite du directeur d'école doivent être soumis à l'approbation du directeur de l'enseignement par correspondance. Dans le cas d'un élève de moins de 18 ans, la signature des parents ou du tuteur est indispensable.

Un élève qui fréquente l'école le jour commence par s'inscrire à un seul cours. L'élève peut faire une demande d'inscription à un autre cours une fois qu'il a terminé les devoirs prescrits pour son premier cours. L'élève se servira alors de la formule D et devra y joindre à nouveau la recommandation écrite du directeur.

La Direction de l'enseignement par correspondance n'acceptera aucun nouvel élève ni aucune demande d'inscription à un cours pendant les mois de juillet et août 1980.

L'élève qui fréquente l'école le jour et est en outre inscrit à un cours par correspondance doit or-

one year of the date of enrolment. The Correspondence Education branch will terminate the enrolment of a student who has not completed all of the lessons in the course within one year, or at any earlier date on the written instruction of the principal. Standing in the course in which the day-school student is enrolled requires completion of all lesson assignments and the taking of a final, supervised test.

Students can take the final tests on the following dates:

- October 22, 1979
- January 14, 1980
- April 14, 1980
- June 2, 1980

A student is eligible to write a test only if the permission of the school principal has been sought and granted at least one month prior to the test date. The principal must order the test from the Correspondence Education Branch at least one month prior to the test date. Tests will be conducted only on the dates specified above. They will be held in the student's secondary school, between 1:15 and 3:15 p.m., under the supervision of a qualified staff member. A student may write only one test on any one test date.

Although the emphasis in these tests is on material covered in the last half of the course, a principal may grant a student permission to write a final test before all lesson assignments have been completed. However, the Correspondence Education Branch will fill that request only if fewer than four assignments in that course are still to be recorded by this Branch on the date that the test is to be sent to the principal. All course requirements — including completion of all assignments and the final test — must be met before standing is granted.

ganiser son temps de façon à terminer toutes les leçons du cours dans un délai d'un an à partir de la date d'inscription. La Direction de l'enseignement par correspondance se réserve le droit d'annuler l'inscription d'un élève qui ne termine pas toutes les leçons du cours dans l'espace d'un an, ou plus tôt si le directeur d'école l'exige par écrit.

On peut passer l'examen final aux dates suivantes :

- le 22 octobre 1979
- le 14 janvier 1980
- le 14 avril 1980
- le 2 juin 1980

L'élève peut passer l'examen seulement s'il en a reçu la permission du directeur d'école au moins un mois avant le jour de l'examen. Le directeur de l'école est prié de commander l'examen à la Direction de l'enseignement par correspondance au moins un mois avant la date à laquelle il aura lieu. Les examens ne sont pas offerts en d'autre temps qu'aux jours déjà fixés. Ils auront lieu à l'école secondaire fréquentée par l'élève sous la surveillance d'un membre du personnel qualifié, entre 13 h 15 et 15 h 15. On ne peut passer qu'un seul examen à chacune des dates fixées.

Bien que l'examen porte en majeure partie sur le contenu de la deuxième moitié du cours, un directeur d'école peut accorder à un élève la permission d'écrire l'examen final avant d'avoir rendu tous ses devoirs. Toutefois, la Direction de l'enseignement par correspondance ne donnera son autorisation que s'il reste moins de quatre devoirs à rendre pour ce cours le jour où l'examen doit être envoyé au directeur. Avant que l'on ne reconnaisse un cours à un élève, celui-ci doit avoir satisfait à toutes les conditions. Il doit donc entre autres avoir rendu tous ses devoirs et réussi l'examen final.

Course Descriptions/
Description des cours

Politics Science ● General Science Physical
Physics Chemistry Advanced Chemistry B
Technical Subjects ● Carpentry Basic Draft
Blueprint Reading Visual Arts ● Beginning
Artist's Study Introduction to Drama Print
matography Through Artists' Eyes Art to 1
tinent of Europe and Asia The Geograph
on Human Geography Urban Developmen
é Dactylo Dessin industriel Droit Éducati
Mathématiques Photographie Physique Li
Littérature canadienne-française Grammai
naire et composition anglaise Cours au pal
Studies Marketing Business Organization a
Typewriting Communications and Busines
Mathematics ● Basic Arithmetic Consumer
ness Computations Statistics and Probabili
of Investment Relations and Functions His
Ancient and Medieval History Economics

Course Codes

Each secondary school correspondence course is identified by a code consisting of one or two letters followed by three numbers. The letter represents the name of the subject. The first numeral represents the secondary school year in which the course is customarily taken. The last two numerals serve to distinguish among different courses offered in the same subject in the same year.

Most courses consist of twenty lessons and have a value of one credit. Courses consisting of ten lessons have a value of one-half credit and are indicated with an "x" at the end of the course code.

The following are examples of course codes:

- E111: one-credit Grade 9 English course
- C401 and C404: different one-credit Grade 12 chemistry courses
- M422x: one-half credit Grade 12 mathematics course

Code des cours

Chaque cours par correspondance du palier secondaire est désigné par un code qui consiste en une ou deux lettres suivies de deux chiffres (cours offert en français) ou de trois chiffres (cours offert en anglais). Les lettres représentent le nom du cours. Le premier chiffre représente l'année du palier secondaire où le cours est habituellement suivi. Les autres chiffres servent à distinguer les différents cours offerts pour la même matière dans la même année.

La plupart des cours comprennent vingt leçons et valent un crédit. Les cours de dix leçons ne valent qu'un demi-crédit (leur numéro de code se termine par un x).

Voici quelques exemples :

- F-11 : cours de français de 9^e année donnant droit à un crédit.
- F-51 et F-52 : cours de français de 13^e année donnant droit chacun à un crédit.
- M-20x : cours de mathématiques de 10^e année donnant droit à un demi-crédit.

List of Courses

| Subject | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Grade 13 |
|-------------------------------------|----------------------|--------------|-------------------------|----------------|--------------|
| Business Education | | | | | |
| <i>General Business</i> | | | | | |
| Consumer Studies | | CS200 | | | |
| Marketing | | | MK300 | MK400 | |
| Business Organization | | | BO300 | | |
| Computer Fundamentals | | | CF340 | | |
| Law | | | | LW402 | |
| <i>Secretarial</i> | | | | | |
| Typewriting and Business Procedures | TY102 | TY240 | CB300 | CB400 | |
| Shorthand | | | SH302 | SH450 | |
| <i>Accounting</i> | | | | | |
| Accounting | | | AC305 | AC405 | AC550 |
| English | | | | | |
| | E160 E130 E111 | E240 E211 | E311 | E422 E421 | E521 E553 |
| | | | E302x E306x E308x | E402x E408x | |

| Subject | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Grade 13 |
|-------------------------------------|-----------------------|----------------|-----------------------|----------------------|------------------------------|
| French | F103 F105 F111x | F203 | F350 | F450 | F521 F552 |
| German | | | | | GR501 |
| Geography | G103 | G203 | G300 G303 G311x | G400 G401 G403 | G503 |
| History and Social Sciences | | | | | |
| History | H103 | H203 | H350 | H401 | H503 |
| World Politics | | | WP300 | | |
| Economics | | | | EN402 | EN551 |
| Man in Society | | | | MS440 | |
| Latin | | L211 | L311 | L411 | L551 |
| Mathematics | | | | | |
| Series A – Advanced Mathematics | M101 M111x | M251 | M303 | M403 | M551 M522 M553 M554 |
| Series B – General Mathematics | M140 | M240 | M302 | M402 | M554 M522 |
| Series C – Mathematics for Business | M160 | M220x M222x | M320x M322x | M420x M422x | |

| | | | | |
|---------------------------------|-------|----------------|----------------|----------------|
| Science | | | | |
| General Science | SC150 | SC201 | | |
| Geology | | GL302 | | |
| Physics | | P303 | | P503 |
| Biology | | | BY402 | BY550 |
| Chemistry | | | C404 C401 | C550 |
| Technical Subjects | | | | |
| Carpentry | | CY300 | | |
| Drafting | | D202 | D308x D318x | |
| Visual Arts | | | | |
| Practical Art | A200 | | A401x A402x | A501 |
| Art Appreciation and History | | A301 A303x | A403x | |
| Related Arts | | A302x TA300 | | A442x A444x |

Liste des cours

| Matière | 9 ^e année | 10 ^e année | 11 ^e année | 12 ^e année | 13 ^e année |
|-------------------------------|----------------------|------------------------|------------------------|-------------------------|-----------------------|
| Anglais | AN-10 | AN-20 | AN-30 | AN-40 | AN-50 |
| Arts plastiques et visuels | | A-20 | | A-40x A-41x P-41x | |
| Études commerciales | DA-10 | EC-20 | C-30 | C-40 D-40 | |
| Français | F-11 | F-21 | F-31 | F-41 | F-51 F-52 |
| Géographie | | G-23 | | | |
| Histoire et sciences sociales | | | | | H-50 |
| Mathématiques | M-10 | M-20x M-21x M-22 | M-30x M-31x M-32 | M-40x M-42 | M-50 |
| Sciences | | | B-30 P-30 | B-30 | |
| Sujets techniques | | D-20 | | | |

Anglais:

Anglais AN-10

(9^e année – un crédit)

Ce cours d'anglais langue seconde s'adresse à l'élève débutant qui veut apprendre à écrire correctement en anglais. On met en pratique les points suivants : l'orthographe, la grammaire, la ponctuation, le vocabulaire et les structures de phrases. L'oral ne figure pas au contenu du cours.

Un dictionnaire et quelques documents d'appui sont prêts à l'élève.

Anglais AN-20

(10^e année – un crédit)

Ce cours s'adresse surtout à l'élève qui veut parfaire ses connaissances de l'anglais écrit afin d'entreprendre des études plus avancées en anglais. C'est une revue assez complète de la grammaire anglaise tout en fournissant un début d'étude analytique d'extraits de textes.

Anglais AN-30

(11^e année – un crédit)

Ce cours veut exploiter l'utilisation pratique de la langue tout en amorçant l'analyse littéraire pour une meilleure compréhension des passages écrits. L'étude de quelques morceaux choisis de prose et de poésie aidera l'élève à développer le goût de la langue. Le roman *Who Has Seen the Wind* (W.O. Mitchell) et une série de contes intitulée *Klee Wyck* (Emily Carr) sont à l'étude.

Anglais AN-40

(12^e année – un crédit)

Ce cours met l'accent sur l'appréciation d'oeuvres littéraires. Il fournit à l'élève l'occasion de s'exprimer sur différents ouvrages. Le programme offre l'étude de quelques contes et du roman *To Kill a Mockingbird*. La section qui se rapporte au théâtre comprend une brève étude du théâtre au Canada, ainsi qu'un choix soit d'un groupe de pièces contemporaines, soit l'étude de la pièce *Romeo and Juliet*. On amène l'élève à évaluer les organes d'information – la radio, la télévision, les journaux, le cinéma. Il aura l'occasion de rédiger des lettres d'amitié, des lettres d'affaires et d'autres formes de composition.

Anglais AN-50

(13^e année – un crédit)

Ce cours d'anglais vise à donner à l'élève une connaissance linguistique dont on s'attend d'une personne dite bilingue en Ontario. À l'aide de documents surtout de source canadienne et d'un disque, l'élève devra faire preuve d'une bonne compréhension de la langue écrite et parlée. Grâce à l'étude de plusieurs morceaux, on développera le sens critique de l'élève.

Business Education/ Études commerciales:

General Business

A mature student may enrol in any of the following courses. Students should keep in mind, however, that the lessons and assignments become progressively more difficult in succeeding grades.

Cours commerciaux généraux

Un adulte peut s'inscrire à n'importe quel cours qui figure sous Cours commerciaux généraux. Cependant, il doit se rappeler que le degré de difficulté des travaux s'accroît d'année en année.

Consumer Studies CS200

(Grade 10 – One credit)

This course is a good choice for beginners in business education. It will help students to understand how the modern market place operates, to become wiser consumers, and to prepare themselves for more advanced business courses. The language and the exercises are simple and straightforward.

The course is written from the consumer's point of view and deals with topics that are of prime importance in most people's lives, such as money, budgeting, credit, basic buying principles, real estate, and transportation.

Éducation du consommateur EC-20

(10^e année – un crédit)

Ce cours s'avère un choix sage pour les novices en affaires. Il aide l'élève à comprendre les opérations de marché moderne, à devenir un consommateur averti, et à se préparer pour des cours de commerce plus avancés. Le langage et les exercices sont simples et directs.

Le cours est écrit du point de vue du consommateur et traite de sujets d'importance primordiale dans la vie de tous les jours : l'argent, le budget, le crédit, les principes de base concernant les achats, les biens immobiliers, etc.

Marketing MK300

(Grade 11 – One credit)

A student capable of working at a senior level may enrol in this course without any previous background in business education.

Retail merchandising in general, and as it applies to particular types of operations such as department and discount stores, is emphasized in this course. Through a study of types of ownership, selection of location, selection of equipment, and merchandise purchasing and pricing policies, the student should gain insight into the mechanics and complexities of establishing and operating a retail store. An understanding of retailing in turn leads to wiser shopping.

Business Organization and Management B0300

(Grade 11 – One credit)

This course includes a general survey of the way in which businesses are owned, organized, and managed. It is not intended to qualify the student as a business administrator or manager.

Operating functions of a business enterprise, such as production, purchasing, tariffs, finance, and personnel, are studied, with an emphasis on the corporate form of ownership. The effects of government on business are also examined.

Computer Fundamentals CF340

(Grade 11 – One credit)

This introductory course about computers requires no previous knowledge of the subject. It aims to give the student a basic understanding of how a computer works and the way in which it is programmed. The course concentrates on theory, and there are no opportunities to test programs in practice.

The course includes elementary information about punched cards, computer storage, flow-charting, machine language, data-recording media, computer concepts, and an introduction to logic.

Marketing MK400

(Grade 12 – One credit)

MK300 would be a useful background for this course, although it is not essential. MK400 acquaints the student with the basics of marketing, sales promotion, and advertising, and with the effects of marketing on the total economy.

The topics covered include: marketing research – developing questionnaires; the various media used in sales promotion – television, radio, newspapers, magazines, direct mail; preparation of an advertisement; and packaging.

Law LW402

(Grade 12 – One credit)

The subject of this introductory course is Canadian law as it applies to ordinary business and private affairs. It does not prepare students to handle legal affairs, but provides them with basic knowledge of legal rights and obligations, enabling them to recognize situations that require professional legal advice.

The topics covered include: a brief consideration of the origins, classes, and administration of law; and a more detailed study of family law, criminal law, and the laws governing contracts, negotiable instruments, employment, and sales.

Droit D-40

(12^e année – un crédit)

Ce cours vise deux principaux objectifs : aider l'élève à acquérir des connaissances juridiques pertinentes et des connaissances pratiques en ce qui concerne les droits et les obligations.

Le cours donne un bref aperçu de l'histoire du droit, de l'organisation juridique, des procédures civiles et pénales. Il offre une étude plus approfondie du droit de la famille, du droit pénal, du droit des obligations, des valeurs négociables, de l'emploi, de l'achat et de la vente de biens.

Secretarial

TY102, TY240, CB300, and CB400 are normally taken in sequence, because typing skills and applications are developed progressively through the series.

SH302 is available to mature students who already possess basic typing skills and at least a Grade 10 (or equivalent) standing in English.

Typewriting I TY102

(Grade 9 – One credit)

The aim of this introductory course is to develop correct techniques for touch-typewriting. The student will learn the keyboard and develop sufficient skill in typing for personal use, building a foundation for further development of the skill.

The topics covered include: set-up and placement of material; composing at the typewriter; simple tabulation; personal letters; and business letters.

Students must have access to a typewriter.

Dactylographie DA-10

(9^e année – un crédit)

Ce cours d'introduction a pour but de développer les techniques de doigté en dactylographie, de faire acquérir à l'élève, pour son usage personnel, la dextérité à la dactylographie, et de le préparer à des cours plus approfondis dans ce domaine.

Le cours comprend la mise en position du matériel, la rédaction à la machine à écrire, la disposition de simples tableaux, les lettres personnelles et les lettres d'affaires.

L'élève doit avoir accès à une machine à écrire.

Typewriting II TY240

(replaces Typewriting TY200)

(Grade 10 – One credit)

Students who request enrolment in TY240 must have completed TY102, or the equivalent. They will expand the typing and communication skills acquired earlier and will be given considerable practice typing in modern business situations. Timed writings will be assigned to help build typing proficiency.

The topics covered include: centring, tabulating, duplicating, correspondence, manuscripts, forms typing, and timed writings.

Students must have access to a typewriter.

Communications and Business Procedures I CB300

(Grade 11 – One credit)

Students who have completed TY102 and TY240, or the equivalent, may enrol in this course to develop a higher degree of skill in the use of the typewriter and to study the characteristics of a modern business office.

The topics covered include: office mail operations; telephone services; filing procedures; business letters and reports; dictation; transcription; and duplication.

Students must have access to a typewriter.

Communications and Business Procedures II CB400

(Grade 12 – One credit)

Students must have completed CB300, or the equivalent, before enrolling in this course. They will learn to apply typing and procedural skills to a variety of secretarial situations.

The topics covered include: the personal characteristics required for a successful business career; filing procedures and systems; letters with special features and inter-office memoranda; banking services; accounting forms; purchasing and sales order routines; making travel arrangements; applying for a position; and typing tech-

niques for centring and display, business reports, minutes, and manuscripts.

Students must have access to a typewriter.

Pitman Shorterhand I SH302

(Grade 11 – One credit)

Shorterhand is a modified and extensively simplified version of the classic Pitman shorthand system. Since stenographic work requires a good background in English and typing, applicants for this course should have at least a Grade 10 (or equivalent) standing in English and should have completed at least an introductory typing course.

The theory of the system is presented, along with a good deal of practical application involving reading, writing, and controlled dictation by means of phonograph records.

Students must have access to a typewriter and a record player capable of playing 33 $\frac{1}{3}$ rpm records.

Pitman Shorterhand II SH450

(New course)

(Grade 12 – One credit)

Shorterhand SH450 is a continuation of Shorterhand SH302. Students who have completed SH302, or its equivalent, will be eligible to enrol in SH450.

This second course stresses the practical application of the dictation and transcription skills learned in Shorterhand SH302. A good deal of controlled dictation practice is done by means of phonograph records.

Students must have access to a typewriter and also to a record player capable of playing 33 $\frac{1}{3}$ rpm records.

Accounting

Mature students may enrol in AC305 and proceed to AC405. AC550 is not in sequence with these courses and does not require the detailed, practical background provided by the first two courses. Some practical accounting exercises are included in this theoretical Grade 13 course.

Accounting I AC305

(Grade 11 – One credit)

The basic principles, concepts, and procedures of accounting and bookkeeping are introduced in this beginner's course.

The topics covered include: the journal; the ledger; the profit and loss statement; the balance sheet; the synoptic journal; special transactions; and the use of flow-charts, with special attention to business systems and procedures.

Comptabilité C-30

(11^e année – un crédit)

Ce cours est une introduction aux principes de base de la comptabilité et de la tenue des livres.

On y traite des sujets suivants : le journal général, le grand livre, l'état des résultats, les opérations spéciales, le chiffrier et surtout l'administration des affaires.

Accounting II AC405

(Grade 12 – One credit)

For admission to AC405, a student must have standing in AC305, or the equivalent. This course is valuable for a student entering the business world and encountering jobs that involve accounting and recording.

The course expands the student's knowledge of accounting as applied to journals, bank reconciliations, payroll adjustments, classified statements, voucher systems, partnerships, and corporations.

Comptabilité C-40

(12^e année – un crédit)

Ce cours s'adresse surtout à l'élève qui a complété le cours de comptabilité C-30 ou l'équivalent.

Il est indispensable à l'élève qui désire faire carrière dans le monde des affaires où l'on utilise la tenue de livres et de registres.

Ce cours aide l'élève à accroître ses connaissances dans les domaines suivants : le journal général, la conciliation bancaire, l'ajustement des salaires, le relevé classifié, la méthode des pièces justificatives, la société en nom collectif et la compagnie.

Accounting, AC550

(replaces Accounting AC503)

(Grade 13 – One credit)

Students who select AC550 without any background in accounting should be able to provide proof of their ability to work at the Grade 13 level. They will be expected to analyse data, to solve problems, to make decisions, to read and understand professional and financial publications, and to prepare written reports.

The introductory lessons cover basic accounting principles, concepts, and theory. The advanced accounting topics include: methods of processing accounting data; the voucher system; inventory systems; and an introductory treatment of "inflation" and "current value" accounting.

The following text is used for the course: Kaluza, H.J., and Leonard, W. G. *Elements of Accounting: A Senior Course*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1979.

English:

A mature student who has been active in the business world or has read widely should be capable of working successfully in a Grade 11 English course. Even if the student has done no formal work in Grade 9 or Grade 10 English at the secondary school level, enrolment in English E311, or in any of the ten-lesson courses, can be requested.

English E130

(Grade 9 — One credit)

Like playing tennis or driving a car, using language effectively requires skill and practice. This course is especially designed to improve skills in the use and understanding of language. Students with an elementary school background in English as well as students whose native language is not English will find this practical course valuable.

Each lesson emphasizes the use of language in everyday situations where a basic knowledge of English is necessary. Short practical tasks develop the student's ability to use language with ease and to read, think, and write about topics of real interest to him or her. Students gain self-confidence through practice in spelling, grammar, punctuation, and vocabulary building. Selected short stories encourage understanding and enjoyment in reading.

A dictionary and other reading materials are provided.

English E160

(Grade 9 — One credit)

This traditional course has been revised and is intended for students who would like remedial work in the use of language before undertaking the study of English at a higher, secondary school level.

The program offers a review of grammar and practice in spelling and writing. It also includes a study of word meanings and experience in understanding the writings of others.

Various texts, including a short novel and a dictionary, are provided.

English E111

(Grade 9 — One credit)

This is a comprehensive first-year course in secondary school English, providing an in-depth study of language and literature. Its aim is to promote the appreciation of literature and to develop the student's ability in the use of language. A selection of short stories and one action-filled novel form the greater part of the reading for the course. Plays and poems make up the remainder of the literature selections. Practice in writing short assignments as well as a review of the use of language will help students to communicate more clearly.

English E211

(Grade 10 — One credit)

For students who prefer a traditional approach to literature and language, this survey course develops skill in English through writing and the study of good writing.

Writers present their ideas through various literary forms, such as the novel, the short story, the play, and the poem. Examples of these forms, including works by Nevil Shute, John Wyndham, and Kenneth Bagnell, are introduced and explored. In addition, the course is designed to improve the student's knowledge of grammar and word usage.

English E240

(Grade 10 – One credit)

Students who wish to improve their command of practical, day-to-day English will find this course designed to meet their needs. It stresses the fact that language is a social tool.

Experience in the practical use of English for different social occasions is provided through the study of a wide range of writing styles, including social announcements, personal and business correspondence, applications, and diaries. Woven into the course is a review of basic English grammar. Valuable help in the enjoyment of the language is supplied through various Canadian literary works, including poetry, drama, and short stories. Of exceptional interest are two prize-winning Canadian works: *Who Has Seen the Wind* (W. O. Mitchell), a novel, and *Klee Wyck* (Emily Carr), a collection of short stories about the Indians of the West Coast.

English E311

(Grade 11 – One credit)

The emphasis in this varied English program is on the enjoyment of literature. Students are given an opportunity to express their ideas about the material studied.

This wide-ranging and balanced program includes discussions based on various short stories and the popular novel *To Kill a Mockingbird* (Harper Lee). The drama section offers a brief look at the theatre in Canada, and a choice of either a group of short, contemporary plays or a modern approach to *Romeo and Juliet* (William Shakespeare). Students are encouraged to assess the mass media – radio, film, and television. Practice in writing effective social and business letters, and the development of other writing skills, prepare students for the business world or further education.

English E421

(Grade 12 – One credit)

For students who wish to study English at a more advanced level, this interesting course is the answer.

The literary works studied include such well-known titles as *Miss Julie* (August Strindberg), *The Pearl* (John Steinbeck), *Sons and Lovers* (D. H. Lawrence), and a choice of *Macbeth* (William Shakespeare) or *Death of a Salesman* (Arthur Miller). The poetry selections include poems by Canadian authors.

This course encourages students to think critically about literature. A practical lesson accompanied by a long-playing record is used to help students improve their ability to listen and to speak.

English E422

(Grade 12 – One credit)

This general course is an invitation to adventure. It is designed to help students learn more about themselves, and to promote the appreciation and enjoyment of literature and language.

Students are encouraged to express their opinions about various short stories, poems, plays, essays, and novels, and to explore contemporary issues. Emphasis is placed on Canadian literature.

The language-usage section of each lesson is directly related to the students and their everyday encounters with language. How easily are we persuaded by what we read and see? Are we critical enough in our reactions to television, radio, and newspapers? To what extent are we concerned about our own use and appreciation of language? Practice in the completion of forms and the writing of letters of application and reports will help prepare students for the business world.

A practical lesson accompanied by a long-playing record is used to help students improve their ability to listen and to speak.

English E521

(Grade 13 – One credit)

This updated course for students of English at the Senior level is intended to develop two basic skills – appreciative reading and effective writing. It also aims to improve the student's ability to listen and to speak.

The comparative study of various literary forms (short story, essay, poetry, drama, novel) provides students with an opportunity to evaluate literature, to express their opinions, and to improve their writing skills. A new section on Canadian poetry, accompanied by a recording of Canadian poets and writers, adds interest to the course.

Instruction and practice in writing précis and essays prepare students for work at the post-secondary level.

The texts for the course include:

- Ford, M. *Techniques of Good Writing*. Toronto: The Book Society of Canada, 1961.
 Giraudoux, J. *The Madwoman of Chaillot*. Toronto: McGraw-Hill Ryerson, 1969.
 Hemingway, E. *A Farewell to Arms*. New York: Charles Scribner's Sons, 1967.
 Shakespeare, William. *Hamlet*. Falcon edition. Toronto: Longman Canada, 1963.

English E553

(replaces English E522)

(Grade 13 – One credit)

What is a Canadian? How is the Canadian sense of identity reflected in the writings of our authors – those who were born here and those who, like Susannah Moodie, came as immigrants?

Margaret Laurence, Al Purdy, Robertson Davies, Gratien Gélinas, Margaret Atwood, Gabrielle Roy, and Mordecai Richler are among the well-known contemporary authors who bring wit and insight to the Canadian experience. Students will also encounter a host of other Canadian writers in this Canadian studies course designed for readers who want to learn more about this country's literary heritage. A recording of some of these poets and writers helps to enliven the course.

To improve the student's ability to write, listen, and speak effectively, an extensive new program has been integrated into the course. As well, a series of interesting exercises in the writing of standard sentences has also been included.

The texts for the course include:

- Laurence, Margaret. *The Stone Angel*. Toronto: McClelland and Stewart, 1968.
 Mandel, Eli. *Poets of Contemporary Canada*. Toronto: McClelland and Stewart, 1972.
 Mickleburgh, Brita. *Canadian Literature*. Toronto: McClelland and Stewart, 1973.

English E302x

Readings in Archaeology

(Grade 11 – One-half credit)

Students with a particular interest in past civilizations and archaeology will enjoy this course. The world of archaeology is explored through selective readings in prose and poetry. Three major civilizations are examined: the Minoan, the Mayan, and the Viking. Novels such as *The King Must Die* (Mary Renault) support the theme of the course. Assignments are designed to develop the student's ability to write creatively and to express ideas clearly, logically, and concisely.

English E306x

Readings in Science Fiction

(Grade 11 – One-half credit)

How do some of the well-known twentieth-century writers see the future? The variety of absorbing short stories and novels selected take an imaginative look at our future on earth and in the vast reaches of space. Included in the program of study are such classics as *Brave New World* (Aldous Huxley) and *2001: A Space Odyssey* (Arthur C. Clarke). Each lesson provides the student with experience in developing critical and creative writing potential.

English E308x

Grammar

(Grade 11 – One-half credit)

This course will be useful for students who are interested in the structure of language and wish to improve their language skills. Exercises in traditional grammar and usage are combined with exercises that encourage awareness of language practices.

English E402x

Readings in Wilderness

(Grade 12 – One-half credit)

Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save it? How can we save it? Some of the answers that men and women have suggested to these vital questions at various times and places are presented in this course of prose and poetry readings. Assignments encourage students to develop their powers of self-expression. Current material, both books and articles, keeps the course up to date and stimulates students to form and express their ideas.

The text for the course should appeal to all nature lovers. It is:

Littlejohn, Bruce, and Pearce, Jon, eds. *Marked by the Wild*. Toronto: McClelland and Stewart, 1973.

English E408x

Creative Writing

(Grade 12 – One-half credit)

Students who have a strong desire to write or an interest in improving their writing skills will find the models and assignments in this course helpful.

While the course has been structured to meet several kinds of writing needs and to develop certain writing skills, the creative assignment in each lesson gives the student an opportunity for undirected, personal expression. The reading selections are intended to increase appreciation of various writing styles and techniques and to extend reading interests.

Français:

Français F-11

(9^e année — un crédit)

Chacune des vingt leçons de ce cours se développe autour d'un thème. L'accent est mis sur la composition et la grammaire. La partie «littérature» permettra à l'élève de prendre connaissance des grands écrivains français et canadiens-français. Le programme inclut les ouvrages suivants : *Lettres de mon moulin* (Daudet), *Le lion* (Kessel), *Le voyage de M. Perrichon* (Labiche).

Français F-21

(10^e année — un crédit)

Outre l'étude de nombreux morceaux choisis de prose et de poésie d'auteurs français et canadiens-français, le cours inclut les ouvrages suivants : *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset).

Français F-31

(11^e année — un crédit)

En plus de l'étude de nombreux morceaux choisis de prose et de poésie d'auteurs français et canadiens-français, le cours inclut les ouvrages suivants : *L'Avare* (Molière), *Le grand Meaulnes* (Fournier), *Zone* (Dubé).

Français F-41

(12^e année — un crédit)

Chaque leçon du cours comprend deux parties : l'étude de textes et l'étude de la langue et des ses éléments. Outre l'étude de nombreux morceaux choisis de prose et de poésie d'auteurs français et canadiens-français, le programme inclut les ouvrages suivants : *Le Cid* (Corneille), *Cyrano de Bergerac* (Rostand), *Vol de nuit* (Saint-Exupéry).

Français F-51

(13^e année — un crédit)

Le cours comprend l'étude d'ouvrages classiques et modernes tels que des pièces de théâtre : *Andromaque* (Racine), *Topaze* (Pagnol); des romans : *Les saints vont en enfer* (Cesbron), *Rue Deschambault* (Gabrielle Roy); des morceaux choisis de prose et de poésie. La partie «étude de la langue» cerne la syntaxe et quelques notions de phonétique. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant du point de vue professionnel que culturel.

Les manuels à l'étude sont les suivants :

Andromaque (Racine), Les Petits Classiques Bordas; *Topaze* (Pagnol), livre de poche n° 294; *Les saints vont en enfer* (Cesbron), livre de poche n°s 2301, 2302; *Rue Deschambault* (Gabrielle Roy), édition ordinaire; *Le Plan*, livre de l'élève (L. Geslin et J.-M. Laurence); *Le bon usage* (Grevisse).

Français F-52

(13^e année — un crédit)

Le programme comprend une étude approfondie du théâtre canadien-français. Le manuel de base est *Le théâtre québécois* (J.-C. Godin et L. Mailhot). Les oeuvres suivantes sont à l'étude : *Sonnez les matines* (Félix Leclerc), *Bousille et les justes* (G. Gélinas), *Au retour des oies blanches* (M. Dubé), *Le temps sauvage* (A. Hébert).

Outre l'intérêt que présente pour tous le théâtre canadien-français, ce cours est particulièrement utile à l'élève qui a l'intention de se spécialiser dans le théâtre.

French and German:

A self-corrected test requiring approximately twenty minutes to complete is available on request. It is designed to assist students with some background in French studies to determine whether they should attempt the Grade 9 or the Grade 10 course.

A second test to determine whether Grade 11 or Grade 12 French courses should be selected is also available on request.

French F103

(Grade 9 – One credit)

This course was introduced in September 1977. It employs Books 1 and 2 of the *Passeport français* series, which is currently being used in many Ontario secondary schools. Oral skills (taught by means of records) are balanced and reinforced by a written program, which is presented in a witty, contemporary style.

A special feature of F103 is that it can be attempted both by beginners and by those with a background in French studies. Students who have completed one or several years of elementary school French, for example, should enrol in F103. Adults who have acquired a substantial but basically informal knowledge of the language should also enrol in this course.

Upon completion of F103, students will be prepared to go on to F203. (See the description for French F105.)

French F105

(Grade 9 – One credit)

French F105 is identical in content to French F103. The only difference is that the audio portion of F105 is presented on a cassette rather than on records.

The use of a cassette will usually allow for both portability and privacy. In addition, a cassette can be easily rewound and replayed to review points of difficulty. On the other hand, the fidelity of sound on a record generally tends to be slightly better than that on a cassette (depending on the quality of the equipment used). This slight difference in sound quality can be important in language learning.

Lesson identification is somewhat easier with a record because it is labelled on each side, while the entire program is presented on the two sides of a single cassette. It should be noted, however, that the beginning and the end of each lesson on the cassette are clearly identified by the speaker.

French F203

(Grade 10 – One credit)

F203 continues in the same style and with similar materials to those used in F103 and F105. A series of records is integrated with Books 3 and 4 of the *Passeport français* series. This program will therefore enable students who have completed F103 or F105 to continue their language studies using a familiar method.

Students who have completed a Grade 9 course equivalent to F103 or F105 that did not employ *Passeport français* will be able to familiarize themselves with this style of learning French in the first two lessons of F203.

Students who wish to enrol in F350 should have completed F203, or its equivalent.

French F350

(Grade 11 — One credit)

In this course students will continue to develop their oral and written skills using the same methods introduced in the earlier books of the *Passeport français* series. Books 5 and 6 will form the language texts for the course and, once again, a full series of records will be provided.

In F350 there is an increased emphasis on the development of reading skills. For this purpose, the student will work with a reading text that is not a part of the *Passeport français* series, but that has been specifically selected to review and enhance the language structures and the vocabulary already mastered through that series.

Students who wish to enrol in F350 should have completed F203, or its equivalent.

French F450

(replaces French F401)

(Grade 12 — One credit)

Students of French F450 will find the same balance of oral, writing, and reading skills as in F350; but at this more advanced level they will be able to read, write, and comprehend greater amounts of French. Naturally, this greater quantity, especially of reading material, allows for a wide variety of topics — social, cultural, technical, literary, etc.

The audio component, again on LP records, is both challenging and interesting. For the first time, students will work actively with dictation and comprehension tests. More than in previous courses, the records are designed to complement the reading program, which has been increased.

Students applying for French F450 should have completed F350, or its equivalent. F450 will prepare students for Grade 13 French studies.

French F521

(Grade 13 — One credit)

This Senior-level course combines reading (short stories and a modern play) and composition (grammar study and writing practice).

As in earlier courses, oral practice and comprehension studies are conducted by means of records. Students are expected to have completed F401, F450, or the equivalent, before they attempt F521.

On completion of F521, students should be able to read and write everyday French, and should also be able to express themselves adequately in most conversational situations.

The texts for the course include:

Gélinas, G. *Hier les enfants dansaient*. Ottawa: Editions Leméac, 1968.

Jeanneret, F.C.A.; Hislop, E.E.; and Lake, M.H. *Cours moyen de français*. Part II. Toronto: Clarke, Irwin, 1968.

Maupassant, Guy de. *Contes choisis de Guy de Maupassant*. Toronto: Clarke, Irwin, 1967.

French F552

(Grade 13 – One credit)

For students who intend to continue their study of French beyond the secondary school level, this course should prove valuable.

Advanced grammar topics are included in the course, but the major emphasis is on developing a good writing style. The study of texts provides guidance in the appreciation and critical study of French literature.

Students may take F521 and F552 concurrently, but are expected to have completed F401, F450, or the equivalent, before enrolling in F552.

The texts for the course include:

Carlut, C., and Meiden, W. *French for Oral and Written Review*. Toronto: Holt, Rinehart and Winston, 1976.

Molière, J. *Le bourgeois gentilhomme*. Toronto: Copp Clark, 1947.

Molière, J. *Tartuffe*. Paris: Éditions Bordas, 1969.

Roy, G. *Rue Deschambault*. Montréal: Librairie Beauchemin, 1974.

French F111x

(Grade 9 – One-half credit)

Many adults who wish to resume French have completed at least two years of formal French study at the secondary school level. Although such students have often forgotten much of the grammar and vocabulary, they are able to recall the essentials through a short review.

F111x enables students to proceed to F450 if they have completed Grade 11 French. It should be noted, however, that F111x covers only the first two years of secondary school French and is therefore not an adequate preparation for F521 and F552.

German GR501

(Grade 13 – One credit)

This course provides a balanced program for the development of language skills.

The major emphasis of the course is on advanced grammar study and on reading and writing modern German. The reading materials focus on social and cultural topics relevant to post-war Germany.

Students enrolling in GR 501 are expected to have completed a Grade 12 course, or its equivalent.

The texts for the course include:

Winkler, G., et al. *A-LM German*, Level Three. 2nd ed. Toronto: Longman Canada, 1971.

Winkler, G., et al. *Student Exercise Book for A-LM German*, Level Three. 2nd ed. Toronto: Longman Canada, 1971.

Geography/Géographie:

Mature students can request enrolment in any of the Grade 11 or Grade 12 courses – G300, G303, G400, G401, G403, G311x – even if no previous work has been done in Grade 9 or 10 geography.

Un adulte peut s'inscrire à n'importe quel cours de 11^e ou 12^e année, même s'il n'a suivi aucun cours de géographie de 9^e ou 10^e année.

Geography G103

(Grade 9 – One credit)

The continents of Europe and Asia – or Eurasia, as they are often called – form a gigantic land mass that is the home of three-quarters of the world's population. In this course, students examine Eurasia's diversity, unity, and world significance. The populations and topographies of certain European and Asiatic countries are examined separately. The most important nation under study, the U.S.S.R., stretches across both continents.

The course seeks to foster a sympathetic understanding of problems that may seem remote to most Canadians. The colourful maps and illustrations in the recently revised text, combined with other illustrative material in the lessons, help to make this an interesting and relevant course.

Geography G203

(Grade 10 – One credit)

Whether Canadians have travelled widely or have simply studied maps, photographs, and films of Canada, they are aware of the great diversity of the country's geography. This diversity and the contrast between the vast size of the country and the small, scattered pockets of population have given rise to various problems that offer unlimited topics for student investigation.

The first part of this course is an introduction to the physical landscape of Canada to establish in students a firm understanding of the origins and appearance of the land. Based on this knowledge the settlement and economic development of the country can be better appreciated and many current problems can be seen in a clearer perspective.

The course is particularly suited to students who have not been involved in academic studies for some time as it enables them to utilize both the textual material and their own practical experience as resources for completing assignments. Many opportunities are provided for students to research topics of their choice and to conduct geographical investigations in their own neighbourhoods.

Géographie G-23

(10^e année – un crédit)

La première partie de ce cours est consacrée à la géographie physique du Canada afin que l'élève comprenne les origines et l'aspect physique du terrain (le relief). Suite à ces études, l'élève comprendra davantage les problèmes de colonisation et le développement économique, et pourra analyser plus facilement les problèmes d'actualité.

Ce cours s'adresse surtout à ceux qui n'ont pas fréquenté l'école depuis quelque temps; les expériences personnelles peuvent contribuer à compléter les devoirs. Plusieurs occasions sont données à l'élève de faire de la recherche sur un sujet d'intérêt à proximité de son milieu.

Geography G300

(Grade 11 – One credit)

The fishing banks of Newfoundland, the farms of Ontario, the mines of the Precambrian Shield, the oil fields of the West – what is the economic contribution of each of Canada's regions, and how are they dependent on one another? How do geographic factors influence the economic relationship between Canada and the United States? In addition to these issues, regional and local topics such as methods of land use, forestry procedures, the tourist industry, life in the Arctic, and national and human resources are examined. A study of topographic maps is also included in this course.

Geography G303

(Grade 11 – One credit)

People exist in both natural and engineered environments. Because these kinds of environments must function closely together, it is important to understand how each functions separately and how the interaction of the two proceeds. This course examines the interaction of land and people, how it comes about, and the effect it has on the land and the people. The emphasis is on physical geography and the development of basic skills such as using the atlas and interpreting topographic and weather maps and charts.

The texts for the course include:

The Canadian Oxford School Atlas (metric edition). Toronto: Oxford University Press, 1977.
Inch, R.S., and Stone, W.G. *The Physical Environment* (SI metric edition). Toronto: McGraw-Hill Ryerson, 1976.

Students enrolled in G400 cannot take G303.

Geography G400

(Grade 12 – One credit)

This course on environmental studies focuses on the importance of conserving the natural resources of the world. The soils, vegetation, lakes, rivers, minerals, and industrial resources, as well as precipitation and other climatic factors of various regions of the world are studied as resources and examined in terms of the continuation of life. The methods whereby people can make wiser use of, and renew the resources of, the environment are examined closely. Students are required to complete certain assignments using topographic and weather maps. Students enrolled in G303 cannot take G400.

Geography G401

(Grade 12 – One credit)

Students taking this course will require a fundamental knowledge of physical and human geography. Selected areas in the United States, Europe, and Asia and related topographic maps and aerial photographs are examined. Problems such as political boundaries, overpopulation, and the relationship between the metropolis and its rural surroundings are studied within the context of the selected areas.

Urban Studies G403

(Grade 12 – One credit)

The causes and consequences of modern Canadian urban development and the nature of cities and towns in Ontario and Canada are the themes of this course. Urbanization, urban problems in large Canadian cities, pioneer settlements, small towns in Ontario, and an in-depth study of Toronto are among the topics covered. The student is given the option to do research on the Mid-Canada Development Corridor, or a study of the local community.

Geography G503

(Grade 13 – One credit)

Within this century, Canada has been transformed from a country of farmers, miners, fishing people, and bushworkers to one in which urbanization and industrialization are key factors in the nation's economy and future prosperity. Canada is a diverse nation with many different regions, each with its own characteristics and problems.

This course aims to give the student a deeper understanding of Canada and its existence as a collection of regions that together make up a highly distinctive country. Students who wish to enrol in this course must have a good grounding in physical and human geography, such as that provided in G311x.

Resources for study include a recent text, books of readings, numerous up-to-date references, air photographs, and topographic maps.

The text for the course is:

Putnam, D.E., and Putnam, R.G. *Canada: A Regional Analysis*. Rev. ed. Toronto: J.M. Dent and Sons, 1979.

Geography G311x

Fundamentals of Physical Geography

(Grade 11 – One-half credit)

The exploration of the moon's surface may make headlines, but how much do most of us know about the earth on which we live? This course in physical geography includes such topics as earth structure, rock structure, continental drift, land forms created by running water and wind, elements of climate, climatic classification, natural vegetation, and soils. Special attention is given to the reading and interpretation of topographic maps, aerial photographs, and weather maps.

The course is designed to provide the geographic skills and knowledge necessary for more advanced geography courses, including G503.

History and Social Sciences/ Histoire et sciences sociales:

Mature students can request enrolment in any of the Grade 11, 12, or 13 courses – H350, H401, H503, WP300, MS440, EN402, EN551 – even if they have not completed Grade 9 or 10 history.

Un adulte peut s'inscrire à n'importe quel cours de 11^e, 12^e ou 13^e année, même s'il n'a pas suivi un cours d'histoire de 9^e ou 10^e année.

History H103

(Grade 9 – One credit)

People from many different regions of the world have made Canada their home. Why did they come? What contributions have they made to Canada's growth and development? What are the roots of Canada's multicultural heritage?

The course tries to answer these and other questions. It emphasizes the origins and contributions of Canada's three founding peoples – the Native people, the French, and the British – and several minority groups. Other topics studied include: Canada's immigration policies, past and present; biculturalism and multiculturalism; and the nature of Canada's mixed population.

History H203

(Grade 10 – One credit)

What are some of the major contemporary Canadian issues? How and why did these issues develop? How have they affected Canada? What influence will they have on Canada's future?

These are a few of the basic questions examined in this course. Each issue is studied in both its contemporary and historical context.

The intent of the course is to give students an opportunity to learn about the rights and responsibilities of a Canadian citizen and to gain an understanding of present-day Canada and its relation to the world.

The course is organized under four topics: government and law; French-English relations; Canadian-American relations; and Canada in the world community. Ten basic skills of historical analysis are taught and practised in the first ten lessons – one per lesson at a very simple level. In the next ten lessons, the same ten skills are repeated – one per lesson, but at a more complex level. The result is a course that combines the acquisition of knowledge about contemporary Canada and the development of basic thinking skills.

History H350

(replaces H301)

(Grade 11 – One credit)

Modern civilization owes much to the ancient and medieval worlds. The themes covered in this course focus on the contributions of past civilizations to the Western world. The first ten lessons examine the prehistoric beginnings of society and the history of ancient Egypt, Greece, and Rome. The next ten lessons concentrate on some of the mainstreams of medieval and early modern history. Included are topics such as feudalism, the influence of Islam and Roman Catholicism, the rise of towns and commerce, the Renaissance, the growth of Protestantism, the Counter Reformation, and the beginnings of the modern nation state.

World Politics WP300

(Grade 11 – One credit)

Government at all levels is playing an increasingly important part in our lives. Do we, as citizens, have the necessary understanding to participate in the political process?

This course discusses the organization of government; aspects of different systems of government, such as fascist, communist, and democratic; the role of the individual in government; the Third World; the origins and impact of war; and the meaning and growth of nationalism and internationalism, and their implications for the future. Readings and illustrations are included in the lessons.

The resource text for the course is:

Rogers, D.P., and Clark, R.J. *Inside World Politics*. Toronto: Macmillan, 1969.

History H401

(Grade 12 – One credit)

Personalities, ideas, events, institutions – these are the ingredients of history. In this survey of world history from the seventeenth century to the present, the student becomes better acquainted with personalities such as Napoleon, Voltaire, Bismarck, Churchill, and Mao Tse-Tung; examines ideas such as socialism, Marxism, fascism, and democracy; traces events such as the French and Russian revolutions; and studies institutions such as the United Nations. Asian issues and the problems of the Third World are also discussed.

Pamphlets and documentary readings supplement the following text:

Trueman, John, et al. *Modern Perspectives*. Toronto: McGraw-Hill Ryerson, 1969.

Economics EN402

(Grade 12 – One credit)

A basic understanding of economics is necessary for everybody. In this course, students learn about the meaning, development, and importance of economics. The course is designed to help students increase their knowledge of what is happening in the Canadian economy and appreciate the interplay of forces throughout the world.

Various forms of economic organization – traditional, socialist, fascist, communist, and capitalist – are examined. Particular emphasis is given to influences on, and the operation of, Canada's economy. The economic problems of developing countries are also considered.

Man in Society MS440

(replaces MS400)

(Grade 12 – One credit)

The objective of this course is to lead students to an understanding of human nature, society and its institutions and possible future prospects for both. The initial lessons examine the characteristics of humans – their aggressiveness, prejudices, cultures, roles, and "races". The remaining lessons consider the nature of society and its institutions, the forces that alienate many individuals and how they might be overcome, and, finally, possibilities for the future.

History H503

(Grade 13 – One credit)

How well do you know and understand the history of Canada? This course provides the student with an opportunity to read about and interpret the contributions to Canada of interesting personalities, and to examine major events that have made Canada what it is today.

The historical method is used to examine a variety of Canadian themes: Native peoples; the origin of French-Canadian nationalism; the pressures to form a Confederation; the agony of conscription; life during the Depression; the development of Canadian autonomy; the need for and threat of foreign investment; and Canada's approach to and involvement in foreign affairs since 1945.

Students will have the opportunity to use the skills they develop in the course to design a self-directed research project.

The basic text for the course is:

Herstein, H.H.; Hughes, L.J.; and Kirbyson, R.C. *Challenge and Survival*. Toronto: Prentice-Hall, 1970.

This text is supplemented by a variety of resources that are provided with the lesson material.

Histoire H-50

(13^e année – un crédit)

Ce cours donne à l'élève l'occasion de faire une lecture critique de la vie et l'oeuvre de certains personnages intéressants au Canada. Il examine aussi les événements qui ont marqué l'histoire du pays.

L'élève mettra sur pied son propre programme de recherches.

Unité et Diversité (non fourni) servira de manuel de base. De plus, quelques documents seront fournis tout au long du cours.

Economics EN551

(replaces EN550)

(Grade 13 – One credit)

Economic issues are of everyday concern for politicians and businesspeople as well as for ordinary citizens. This course offers tools and practical methods for understanding and coping with current economic questions. Emphasis is given to problems and issues that underlie economic policy and affect economic growth, stability, and security. Pure economic theory is avoided as much as possible in order to focus on current realities – to see economics as one aspect of our present social structure, and to realize the interrelationship of economic problems, social issues, and political decisions. Students are encouraged to defend reasoned positions on controversial public policy issues.

Although there are no specific prerequisites, students should have completed Grade 12 courses in economics, history, or English, or have some equivalent educational background to provide them with the reading and writing skills necessary for the successful completion of EN551.

The basic text for the course is:

Macdonald, H.H.; Silk, L.S.; and Saunders, P. *The World of Economics*, Rev. ed. Toronto: McGraw-Hill Ryerson, 1979.

The text is supplemented by a variety of statistics and resource readings in the lesson material.

Latin:

Latin L211

(Grade 10 – One credit)

This first course in Latin uses a modern approach. Besides teaching the language, it aims to stimulate interest in ancient Mediterranean culture and in the world of words. It examines the role of Latin in English, French, and other languages.

The first nineteen chapters of the text, *Latin for Canadian Schools: A New Approach*, are used to present the basic forms and give practice in their use.

Breslove, D., et al. *Latin for Canadian Schools: A New Approach*. Toronto: Copp Clark, 1967.

Students who wish to hear Latin read aloud and to practise pronunciation may request a recording which has been prepared for these correspondence courses in Latin.

Latin L311

(Grade 11 – One credit)

In this second course in new-approach Latin, emphasis is put on developing the ability to translate from Latin into English and to write simple passages in Latin. Students should have completed L211, or its equivalent, before attempting this course.

After a brief review of the basic language structures studied in the previous course, L311 proceeds to cover chapters 20 to 38 of *Latin for Canadian Schools: A New Approach*. From reading selections in the original Latin and from textual and lesson material, students will learn more about the Roman way of life.

A study supplement is included with the first lessons. It is especially useful for those who need review or have studied previously from courses that use a different approach to Latin, such as the Cambridge Series and *Lingua Latina*.

Students who wish to hear Latin read aloud and to practise pronunciation may request a recording which has been prepared for these correspondence courses in Latin.

Latin L411

(Grade 12 – One credit)

L411 is suitable for students who have studied L311, or its equivalent. The emphasis is on reading Latin literature for comprehension and for a better understanding of the everyday life and social customs of the ancient Romans. As in the other Latin courses, the aim is to develop in students the ability to write with some degree of ease in the language. The course gives students many opportunities to practise this language skill.

Chapters 39 to 56 of *Latin for Canadian Schools: A New Approach* are covered. Short reading selections are used to introduce the works of the masters of Latin prose.

A supplement provided for use with the lessons will be valuable for students who enter the course without having taken Latin L311.

Latin L551

(Grade 13 – One credit)

Latin L411, or its equivalent, is the prerequisite for this course, which aims to make students more knowledgeable about classical literature and appreciative of our heritage from the past.

The course is based on chapters 57 to 76 of *Latin for Canadian Schools: A New Approach* (provided on loan to the student). This book supplies the prose readings for the course and instruction in word forms and language structure. Readings in Latin poetry form an important part of the course. A study supplement is included to help those who need review or have studied previously from courses using a different approach to Latin.

In addition to *Latin for Canadian Schools*, the text for the course is:

Taylor, B.C. *Selected Latin Readings*. Toronto: J.M. Dent, 1966.

Mathematics/Mathématiques:

The mathematics courses are divided into three categories:

- Series A – Advanced Mathematics
- Series B – General Mathematics
- Series C – Mathematics for Business

A general description of the series is given at the beginning of each series. The student should select the appropriate series, then determine the most suitable course from that series by reading the course descriptions.

Les cours de mathématiques sont divisés en trois séries :

- Série A – Mathématiques avancées*
- Série B – Mathématiques générales*
- Série C – Mathématiques commerciales*

Au début de chaque série, une description générale est donnée. L'élève choisit d'abord la série appropriée. Ensuite, il s'inscrit au cours qui semble répondre le mieux à ses besoins.

Series A – Advanced Mathematics

Series A is designed for students who wish to have one or more of the following:

- preparation for the study of mathematics in Grade 13 and possibly beyond;
- courses that are theoretical rather than practical;
- an insight into the modern approach to mathematics;
- challenging courses designed for students who are strong in mathematics.

The student who has studied traditional mathematics in secondary school and who wishes to take courses in Series A requiring a knowledge of modern mathematics should begin by selecting M111x.

M554 and M522 do not require a knowledge of modern mathematics.

Série A – Mathématiques avancées

La série A est destinée à l'élève qui désire :

- une formation préliminaire aux mathématiques de 13^e année et du niveau postsecondaire;*
- des cours plus théoriques que pratiques;*
- un aperçu des mathématiques modernes; ou*
- des cours avancés.*

Mathematics M101

(Grade 9 – One credit)

This is the first course in the series leading to Grade 13 studies in mathematics. It would be appropriate for students who have only a year or less of secondary school general mathematics. The course has been designed specifically for adults who may not be familiar with the modern approach to mathematics. Whereas M111x is a short survey course, M101 deals with each new topic in detail, giving students ample opportunity to practise new skills.

The topics covered include: the language of sets; properties of natural numbers; integers and rationals; addition, subtraction, multiplication, and division of integers and rationals; introduction to algebra; solution sets and their graphs for first-degree equations and inequations; laws of exponents and the use of standard forms in estimating products and quotients; square root; the arithmetic of polynomials, including factoring; and a brief introduction to geometry.

Mathematics M251

(Grade 10 – One credit)

This course represents the most recent concepts in mathematics education at the Grade 10 level. Presented in a highly personal style, it shows that math can be fun, as well as stimulating.

M251 makes use of familiar, everyday happenings. Many examples and practice exercises are used to help the student.

The topics covered include: statistics; radicals; polynomials; graphs and relations; variation; linear systems; transformations; deductive geometry and three-dimensional geometry.

Mathematics M303

(Grade 11 – One credit)

This is the third in a series of four courses leading to studies in Grade 13 mathematics. Students selecting this course should be prepared to commit themselves to an intensive study of mathematics.

New topics introduced include: vectors, transformations, analytic geometry of the straight line, and functions. The following types of functions are classified and studied: linear, quadratic, circular, and trigonometric.

Mathematics M403

(Grade 12 – One credit)

A student completing this course will be well prepared for any mathematics course at the Grade 13 level. At this stage, the various topics studied previously begin to fit together and the structure of mathematics can be appreciated.

Using functions as a unifying concept, this course provides a detailed study of quadratic, exponential, logarithmic, circular, and trigonometric functions. The student is given opportunities to apply this knowledge to practical problems. The course concludes with a study of the Euclidean geometry of the circle and an introduction to sequences and series.

Students enrolled in M402 cannot take M403 for additional credit.

Mathematics M554

Mathematics of Investment

(replaces M511)

(Grade 13 – One credit)

This new course is based on the following objectives:

- to provide a relevant and practical course that examines the applications of mathematics in the study of the mathematics of investment;
- to develop and study the mathematical skills needed to investigate “investment principles”.

Although a knowledge of modern mathematics is not essential for this course, students requesting

enrolment should have completed four mathematics courses beyond the elementary school level, including an intensive study of algebra.

The topics covered include credit buying; annuities; mortgages; bonds; insurance; stocks.

Mathematics M551

Relations and Functions

(Grade 13 – One credit)

Previous work on functions and relations is enlarged upon, with emphasis on the unifying concept of mapping.

Students should have completed four advanced mathematics courses beyond the elementary school level before enrolling in M551.

The topics covered include: rotation; classification and properties of functions; sequences and series; compound interest; annuities; instalment buying and consumer credit; trigonometry; definition and discussion of conics; and plane transformations and their application to second-degree relations.

No textbook is required.

Fonctions et relations M-50(13^e année – un crédit)

Le programme comprend les sujets suivants : la rotation; les classifications et les propriétés des fonctions; les séquences et séries; l'intérêt composé; les annuités; les achats à tempérament; la trigonométrie; la définition et l'étude des coniques; et les représentations cartésiennes ainsi que leur application aux relations du second degré.

L'élève n'a pas à se procurer un manuel.

Mathematics M522

Calculus

(Grade 13 – One credit)

Calculus is the study of how one variable changes with respect to another.

In this practical course, theory has been kept to a minimum. Students requesting the course should have completed four mathematics courses beyond the elementary school level, including an intensive study of algebra and analytic geometry.

Power, product, quotient, and chain rules are discussed prior to using derivatives to solve practical problems involving motion and maximum and minimum concepts. Integration, or the reverse operation of finding a derivative, is used to calculate areas and volumes. The course concludes with an introduction to polar co-ordinates and complex numbers.

The textbook for the course is:

Del Grande, J.J., and Duff, G.F.D. *Elements of Modern Mathematics: Calculus*. Toronto: Gage Educational Publishing, 1972.

Mathematics M553

Algebra

(Grade 13 – One credit)

Students planning to study mathematics or related subjects at university may select this course as a third credit in mathematics. Some topics relate to the social sciences. Four advanced mathematics courses beyond the elementary school level are recommended for students selecting M553.

The topics covered include: set theory; permutations and combinations; binomial theorem; probability; vectors; and matrices.

The textbook for the course is:

Coleman, A.J., et al. *Elements of Modern Mathematics: Algebra*. Toronto: Gage Educational Publishing, 1973.

Mathematics M111x

(Grade 9 – One-half credit)

Many changes have taken place in mathematics programs over the last decade. This self-contained, ten-lesson course provides the student with an opportunity to become acquainted with some of the latest developments. The course could be selected for personal interest or for the purpose of acquiring the necessary background to resume studies in, or transfer to, the Advanced Mathematics series.

The topics covered include: sets and set notation; operations with integers and rationals; number properties; number lines; ordered pairs; graphing linear equalities and inequalities; and an introduction to geometry.

Series B – General Mathematics

Series B is designed for students who wish to have one or more of the following:

- *a mathematical background of a general nature, but not preparation for university mathematics;*
- *apprenticeship program;*
- *knowledge of practical mathematics;*
- *preparation for post-secondary courses, admission to which does not require a background in modern mathematics;*
- *preparation for the Grade 13 courses Mathematics of Investment M554 and Calculus M522.*

Série B – Mathématiques générales

La série B est destinée à l'élève qui désire :

- *une formation générale en mathématiques et non une préparation aux mathématiques du niveau universitaire;*
- *une préparation à un programme d'apprentissage ou de formation;*
- *une connaissance des mathématiques pratiques; ou*
- *une préparation aux cours postsecondaires qui ne requièrent pas une formation en mathématiques modernes.*

Mathematics M140

(replaces M100)

(Grade 9 – one credit)

This new course is built upon the following objectives:

- to improve “life-coping” skills by means of a study of mathematics;
- to review and refresh skills needed to understand the basic mathematical concepts;
- to provide a necessary foundation for the further study of mathematics at this level of achievement;
- to illustrate the usefulness of mathematics as well as to foster the student's appreciation of mathematics and to develop his or her confidence in the study of mathematics.

Topics include: statistics; integers; polynomials; solving equations; ratio and proportion; properties of triangles; circle applications.

Mathematics M240

(Grade 10 – One credit)

The focus of this course is the practical application of mathematical concepts. A sound knowledge of arithmetic is the only requirement. M140, or its equivalent, is not a prerequisite.

The topics covered include: techniques of representing and interpreting data; graphing and analysing linear relationships; ratio and proportion; variation; vectors; trigonometry; and the properties of the circle.

Mathématiques M-22

(10^e année – un crédit)

Une application pratique des concepts mathématiques est le thème de ce cours. Le programme comprend les techniques de représentation et d'interprétation des données, le graphique et l'analyse de relations linéaires, les rapports et les proportions, les variations, les vecteurs, la trigonométrie, et les propriétés d'un cercle.

Mathematics M302

(Grade 11 – One credit)

Because many adults wish to resume the study of mathematics at this level, this course begins with a review of topics normally dealt with in earlier courses.

The topics covered include: a review of basic algebra, addition, subtraction, and the multiplication and division of signed numbers. The course goes on to the solution of equations and inequalities; types and interpretation of graphs; formulas and functions (with emphasis on linear functions and their graphical representations); systems of linear equations, linear inequations, and linear programming; review of the number system and extension to the irrationals; the exponential function standard form; graphical representation, development and use of tables for calculation; and an introduction to investment calculations including compound interest, amount, and present value.

Mathématiques M-32(11^e année – un crédit)

Le programme comprend l'essentiel de l'arithmétique et de l'algèbre élémentaire, la résolution d'équations et d'inéquations, l'étude des types de graphiques, les formules et fonctions (en mettant l'accent sur les fonctions linéaires et leurs résolutions graphiques) et les systèmes d'équations, d'inéquations et de programmation linéaires. On revoit également le système des nombres irrationnels; les graphiques; les fonctions exponentielles; la représentation graphique, le développement et l'usage des tables de calcul; l'introduction au taux d'investissement en tenant compte de l'intérêt composé, de la valeur acquise et de la valeur actuelle.

Mathematics M402

(Grade 12 – One credit)

Four independent modules are presented, each ending with practical applications of the mathematical concept studied. The four modules include: statistics and probability; trigonometry; algebra; and the mathematics of investment. Students selecting this course should have completed M302, or the equivalent.

The topics covered include: collection of data; standard deviation; misuse of statistics; calculation of odds; sine law; cosine law; resolution of forces; quadratic functions; quadratic equations; arithmetic and geometric sequences; amount and present value of an annuity; and amortization tables.

Students who have completed M403, or the equivalent, will not be granted an additional credit upon completing this course.

Mathématiques M-42(12^e année – un crédit)

Ce cours comporte quatre fascicules de cinq leçons. Chaque fascicule porte sur un sujet différent qui peut s'étudier indépendamment des trois autres. Ces quatre fascicules sont intitulés comme suit : *La statistique et le calcul des probabilités, La trigonométrie, L'algèbre, La mathématique financière.*

Les sujets à l'étude comprennent : la collecte des données; le danger des interprétations erronées; les mesures de dispersion; la fréquence relative; les lois de sinus et de cosinus; la résultante de deux forces; les fonctions quadratiques; les séries arithmétiques et géométriques; le montant et la valeur actuelle d'une rente; les tableaux des amortissements.

Mathematics M554

Mathematics of Investment

See description on page 46

Mathematics M522

Calculus

See description on page 47.

Series C – Mathematics for Business

Series C is designed for students who wish one or more of the following:

- a better understanding of arithmetic;
- more skill in computations;
- knowledge of how mathematics is used in our daily lives, particularly in business transactions;
- an upgrading in commercial mathematics;
- standing in mathematics up to and including Grade 12, but not beyond;
- courses adapted to students who find mathematics difficult;
- courses that do not include algebra or geometry.

Note: Students wishing to prepare for post-secondary accountancy training should choose courses from Series A or Series B.

Série C – Mathématiques commerciales

La série C est destinée à l'élève qui désire :

- une meilleure compréhension de l'arithmétique;
- plus de facilité en calcul;
- une connaissance du rôle que les mathématiques jouent dans la vie de tous les jours;
- une amélioration en mathématiques commerciales;
- des crédits en mathématiques de la 9^e à la 12^e année inclusivement;
- des cours adaptés aux élèves qui éprouvent de la difficulté en mathématiques; ou
- des cours qui ne comprennent ni l'algèbre ni la géométrie.

Remarque. Les élèves intéressés à poursuivre leurs études postsecondaires en comptabilité devraient choisir des cours de la série A ou de la série B.

Mathematics M160

Basic Arithmetic
(Grade 9 – One credit)

Here is an opportunity for adult students to "go back to the beginning" in arithmetic. Careful explanations are provided, followed by numerous examples showing the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The percentage form and its uses are studied in detail.

A practice exercise is given for each topic, and full solutions are provided so that students can check their work and correct errors in thinking before beginning the actual assignment.

Mathématiques de base M-10

(9^e année – un crédit)

Ce cours, surtout destiné à l'adulte, donne l'occasion à l'élève de faire une récapitulation de l'arithmétique fondamentale. Des explications détaillées ainsi que plusieurs exemples d'addition, de soustraction, de multiplication et de division de nombres entiers, de fractions et de décimales sont donnés. Le pourcentage et son utilité sont également étudiés en détail.

Mathematics M220x

Consumer Computations
(Grade 10 – One-half credit)

Personal money management is a common concern. This course will assist the student to set up records and organize a budget. The ten topics covered include: types of income; personal cash records; personal banking; day-to-day spending; and communications by mail, telegram, or cable.

It is not necessary to complete M160 before selecting this course. However, students should have a working knowledge of simple arithmetic.

Mathématiques du consommateur M-20x

(10^e année – un demi-crédit)

Le maniement de fonds personnels est l'affaire de tout le monde. Ce cours aidera l'élève à tenir des registres et à dresser un budget. Les sujets traités comprennent : les types de revenus, la tenue de la caisse personnelle, les comptes de banque personnels, les dépenses quotidiennes et les communications par courrier, par télégramme ou par câble.

Mathematics M222x

Consumer Computations
(Grade 10 – One-half credit)

The study of personal money management is extended to include calculating and paying service bills, borrowing money, buying on credit, and making travel arrangements.

It is not necessary to complete M220x before selecting this course. However, students should have a working knowledge of simple arithmetic.

Mathématiques du consommateur M-21x

(10^e année – un demi-crédit)

Ce cours s'étend plus loin que le maniement des fonds personnels étudié en M-20x. Il étudie le calcul et le paiement des frais de services, les emprunts, les achats à crédit, la planification de voyages.

Il n'est pas nécessaire de suivre M-20x ou l'équivalent avant d'entreprendre ce cours. Par contre, l'élève devrait posséder les notions de mathématiques élémentaires.

Mathematics M320x

Investment Computations
(Grade 11 – One-half credit)

Here is an opportunity to find out how money earns money. Following a brief review of arithmetic, the lessons explore investment at banks and trust companies, the buying and selling of stocks and bonds, and the purchase of life insurance and pension plans.

Students who select this course should have completed one mathematics course beyond the elementary school level.

Mathématiques commerciales M-30x

(11^e année – un demi-crédit)

Voici la chance de découvrir comment faire fructifier son argent. Après une courte revue mathématique, les leçons abordent les investissements bancaires, les investissements dans les compagnies de fiducie, l'achat et la vente d'actions et d'obligations, et l'acquisition d'assurance-vie et d'un régime d'épargne-retraite

Mathematics M322x

Business Computations
(Grade 11 – One-half credit)

Despite its name, this ten-lesson course is not intended only for people in the business world. It is also of interest and help to those trying to cope with ordinary day-to-day business transactions. It deals mainly with the trading of goods, from the wholesaler to the retailer to the consumer. Such topics as markup, profit, trade discounts, cash discounts, and reductions in prices are covered.

A good basic knowledge of arithmetic is the only requirement.

Mathématiques commerciales M-31x

(11^e année – un demi-crédit)

Malgré son titre, ce cours ne s'adresse pas seulement aux personnes du monde des affaires mais aussi à tous ceux qui doivent effectuer quotidiennement des opérations commerciales. Des sujets tels que la majoration du prix des marchandises, les profits, les escomptes, les ventes à rabais et la diminution des prix sont étudiés dans ce cours.

Mathematics M420x

Investment Computations
(Grade 12 – One-half credit)

This course focuses on long-term financial undertakings, particularly home ownership. After a brief review of arithmetic, the course examines compound interest, annuities, mortgages, home insurance, municipal taxation, and statements of adjustment.

Completion of at least one mathematics course beyond the elementary school level is recommended.

Mathematics M422x

Business Computations
(Grade 12 – One-half credit)

This ten-lesson course deals with goods from the time they are manufactured or imported into Canada until they are purchased by the consumer. A major portion of the course is devoted to taxation by all levels of government – excise tax, excise duty, and sales tax, as well as import duties and foreign exchange. Payroll calculation is another topic that will interest many students. The course provides useful information for those employed in the business world as well as for those who have a general interest in the subject.

Science/Sciences:

Although some previous work in science at the secondary school level is a definite advantage for students wishing to undertake Grade 11 or Grade 12 courses, those with no such previous training can request enrolment in the following courses: Geology GL302, Physics P303, Chemistry C404, Chemistry C401, and Biology BY402.

For many of the science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. Biological specimens are supplied for observation work. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air mail.)

Bien que des études scientifiques antérieures au palier secondaire est un avantage certain pour les élèves intéressés à suivre des cours de 11^e ou 12^e année, ceux qui n'ont aucune expérience dans ce domaine peuvent tout de même s'inscrire à ces cours.

Des trousse d'apprentissage contenant des instruments de laboratoire et des produits chimiques sont fournies à l'élève pour la plupart des cours de sciences afin de faire les expériences nécessaires. Les spécimens biologiques sont aussi fournis pour le travail d'observation. (Les trousse contenant les produits chimiques ne sont pas expédiées hors du Canada, ni aux endroits du Canada desservis uniquement par courrier aérien.)

General Science

Students wishing to obtain two credits in General Science will take SC201 if they have already taken SC101, or SC250 (for release in September 1980) if they choose SC150 from this calendar.

Science SC150

(replaces SC101)

(Grade 9 – One credit)

This introductory course offers students a good background in physical science, touching on the following topics: measurement; the structure of

matter; solutions and mixtures; chemical reactions; work, energy, and power; pressure; heat; environmental chemistry; the energy crisis.

The material is presented in an informative and readable form. The topics are current, and in some cases controversial. The student is given the opportunity to reflect upon a number of social issues, brought about by modern technology.

A science project, placed near the end of the course, enables the student to apply some of his or her acquired knowledge.

Science SC201

(Grade 10 – One credit)

This course provides a logical extension of SC150, continuing the study of biology and physical science. The topics presented at this level tend to stress the practical and social aspects of science.

Topics in biology include: flowering plants, non-flowering plants, heredity, and ecology.

Topics in physical science include: force, work, energy, power, heat, light, electricity, and chemical energy.

Two science kits are included with the course.

Geology

Geology GL302

(Grade 11 – One credit)

This course introduces the student to the fascinating study of the physical history of the earth and the associated development of life on earth.

The course begins with a consideration of the geologist's work, covering practical aspects of geological study such as: the interpretation of geological maps; the examination of rock, mineral, and fossil specimens; the testing of rock samples in the field; and practice in making observations. It describes how the geologist measures the age of rocks and how certain historical data can be deduced from the study of fossils.

The course also includes: a study of the rocks and minerals of the earth's crust; the internal process that produced, shaped, and gave texture to rocks; and the external processes that attack the earth's crust.

The course concludes with a study of the structure, landscape features, and natural resources of Canada, particularly those of Ontario.

Physics/Physique

Physics P303

(Grade 11 — One credit)

The aim of this course is to provide the student with an interesting and relevant study of the fundamental concepts and ideas of physics.

P303 forms a natural link with advanced studies in physics at the secondary school level, although it will also serve the student who has no intention of making any further study in the field.

This is a comprehensive course built on a modular approach, including the following core topics: waves, light, sound, mechanics, electricity, magnetism, electromagnetism, electronics, and atomic physics.

It is hoped that the student will develop an attitude of scientific curiosity; apply the scientific method, recognizing its limitations; interpret experimental results in terms of mathematical relationships; solve problems through the organization and application of data; recognize technological and engineering activities as applications of the principles of physics, and understand these activities in basic terms; and become aware of the historical development of ideas and concepts in physics, and the evolving nature of physical theories. The course includes many sample problems and exercises designed to achieve these goals.

Physique P-30

(11^e année — un crédit)

Ce cours, divisé en modules, étudie des sujets principaux tels que les ondes, la lumière, le son, les forces, l'électricité, l'électrostatique, l'élec-

trique, l'électronique et la physique atomique. Il offre à l'élève l'occasion de résoudre des problèmes technologiques et mécaniques qui illustrent bien les principes de la physique.

Physics P503

(Grade 13 — One credit)

This Senior-level course presents some fundamental concepts of physics, showing students how they were obtained experimentally and how to apply them to new situations. Emphasis is put on the ability to reason rather than to memorize.

The topics covered include: light; wave theory; motion, vectors, and Newton's laws of motion; momentum; work; kinetic and potential energy; electrostatics and electric fields; electrical energy and potential; the electromagnetic spectrum; atomic theory, the photo-electric effect, photons, matter waves, and the energy levels of atoms.

Students enrolling in P503 should have standing in an introductory course in physics, such as P303.

The text for the course is:
Haber-Schaim, U., et al. *PSSC: Physics*. 4th ed.
Toronto: D.C. Heath, 1976.

Chemistry

Chemistry C404

(Grade 12 — One credit)

This non-intensive course presents chemistry at a general-interest level and deals with such topics as: air pollution, water pollution, food chemistry, medicines, and drugs.

These and other topics — properties and classification of matter, bonding of atoms, chemical equations, electrolysis, acids and bases — are presented by means of experiments, enabling the student to observe, organize facts, and form valid conclusions. Experimentation forms the basis for a better appreciation of theoretical principles and applications.

C404 does not provide an adequate background for C550.

Chemistry C401

(Grade 12 — One credit)

In this course, emphasis is placed on understanding the nature of elements and compounds and the reactions they undergo. Theories of the structure of atoms and the aggregates of atoms are introduced early so that these ideas can be used in subsequent discussions.

The topics covered include: the states of matter; the language of chemistry; chemical reactions; atomic weights and molecular weights; solutions; the formation of ions; and the periodic classification of elements. Wherever possible, a topic is illustrated by an experiment, and the result is used to develop theoretical concepts.

C401 prepares the student for C550.

Chemistry C550

(Grade 13 — One credit)

C550 expands the basic concepts studied in introductory chemistry courses, such as C401. It stresses understanding rather than the accumulation of facts.

The topics covered include: atomic structure; solutions; chemical bonding; oxidation-reduction; acids and bases; chemical and nuclear energy; molecular structure; equilibrium; and the transition elements.

Students enrolling in this course should possess a knowledge of basic chemistry (atomic structure, gas laws, chemical reactions, the mole concept, nomenclature, and equations) and a reasonable facility in mathematics. C401 or its equivalent will provide this background.

The text for the course is:

O'Connor, P. R., et al. *Chemistry: Experiments and Principles*. Toronto: D. C. Heath, 1977.

Biology/Biologie

Biology BY402

(Grade 12 – One credit)

The basic theme of this course is the origin of life, and its characteristics and variations. The student is given the opportunity to learn about the structure and life cycles of organisms, starting with the submicroscopic viruses. Other organisms studied in a similar manner include bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fishes, amphibians, reptiles, and mammals.

Further lessons deal with the science of heredity, human genetics, ecology, pesticides, and pollution. Data on population explosion and some problems of space travel are also presented. Students who enrol in this course are required to do dissections of preserved specimens, including insects, a fish, and a mammal (white rat).

With this course as background, students should be able to reflect and comment effectively on many current social issues. Students who are planning careers in nursing, other health service occupations, or careers related to the natural sciences will find BY402 invaluable.

Biologie B-30

(11^e ou 12^e année – un crédit)

Ce cours s'adresse surtout aux adultes qui, n'ayant pas fréquenté l'école depuis quelque temps, s'intéressent à une carrière reliée aux sciences naturelles.

Le thème de base de ce cours est l'origine de la vie, ses caractéristiques et ses variations. L'élève étudie la structure et les cycles de vie des organismes en commençant par les virus microscopiques. Les autres organismes étudiés comprennent les bactéries, les algues, les mycètes, les plantes fleuries, les protozoaires, les vers plats, les insectes, les poissons, les amphibiens, les reptiles et les mammifères. Le cours traite aussi de l'hérédité, de la génétique humaine, de l'écologie, des insecticides et de la pollution. Des données au sujet de la surpopulation et quelques problèmes sur les voyages spatiaux sont aussi relevés et discutés.

L'élève qui s'inscrit à ce cours doit disséquer des spécimens d'insectes, de poissons et de mammifères.

Biology BY550

(replaces BY501)

(Grade 13 – One credit)

The biology program at this advanced level is designed for students (a) who wish to study life-science courses at the university level, and (b) who wish to learn more about the relevance of biology to many current issues, some of far-reaching significance in the future of this planet and its inhabitants. The course emphasizes biochemistry, or the chemistry of cell activity, which includes a study of organic molecules and chemical syntheses. It explains the roles of ADP and ATP in the storage and release of energy in cells and of DNA and RNA in the genetic code. For this reason, the completion of an introductory course in chemistry is recommended.

Additional topics include a survey of the structure and function of organs and organ systems in plants and animals, including humans. The student will learn about Mendelian genetics, and the reproduction and development of organisms, and will become aware of the evidence for evolution and the mechanism by which it is achieved.

The text for the course is:

Galbraith, D., and Wilson, D. G. *Biological Science: Principles and Patterns of Life*. Rev. ed. Toronto: Holt, Rinehart and Winston, 1978.

Technical Subjects/ Sujets techniques:

Carpentry CY300

Basic Carpentry

(Grade 11 – One credit)

This course is designed for the student who wishes to: (a) acquire a basic knowledge of carpentry and the building trades; and (b) develop fundamental skills useful to the carpenter or the homeowner. These objectives are achieved in CY300 through the teaching of the fundamental principles of general woodworking, the selection, use, and care of tools, and the interpretation of printed information and instructions as they apply to carpentry and building construction.

The course consists of both theory and practical work. Students must provide their own tools in order to complete the practical assignments that form a part of the course. All tools required are relatively inexpensive and most are standard items in any homeowner's tool box.

The topics covered include: lumber, tools and their care; hand-tool operation; fastening techniques; blueprint interpretation; joints and mouldings; building construction; and domestic repairs and maintenance.

A student kit of special scale-sized lumber required for the practical assignments is provided.

Students who have completed an introductory course in carpentry elsewhere cannot obtain an additional credit for CY300.

Drafting D202

Basic Drafting

(Grade 10 – One credit)

This course introduces the student to fundamental drafting procedures and develops the student's skills in the use of basic drafting equipment and special drawing techniques.

Assignments in blueprint reading complement each phase of the twenty-lesson course. Metric drawing is also introduced. The topics covered include: simple and multi-view drawings; the theory of shape description; orthographic projection; shop processes; dimensioning; isometric drawing; and sectioning.

A drafting kit will be lent to students after they have completed several introductory lessons.

No additional credit will be obtained in this course by a student who has completed an introductory course in drafting elsewhere.

Dessin industriel D-20

(10^e année – un crédit)

Ce cours d'introduction aux principes de base du dessin industriel sert à expliquer à l'élève l'usage de l'équipement de base en dessin et les différents types d'illustrations graphiques.

Le programme inclut les dessins simples et à deux vues, la théorie de la description de formes, la projection orthogonale, les vues en coupes avec plan décalé, le dessin isométrique et la cotation.

On fait parvenir une trousse de dessin industriel à l'élève dès qu'il a complété quelques leçons d'introduction.

Drafting D308x

Introduction to Blueprint Reading

(Grade 11 – One-half credit)

Students with no previous knowledge or training in the reading of engineering drawings will select D308x – a course designed to develop fundamental skills in reading and interpreting technical drawings as they apply to industry. It consists of ten units of instruction, print-reading assignments, and a final, supervised test.

The topics covered include: third-angle projections; angular dimensions; scale drawings; tolerances and allowances; steel specifications; and casting designs.

Drafting D318x

Intermediate Blueprint Reading

(Grade 11 – One-half credit)

This course is a continuation of D308x. It consists of ten units of instruction, blueprint reading assignments, and a final, supervised test.

The topics covered include: assembly drawings; conventional sectioning methods; metric dimensioning; welding drawings; and geometrical tolerancing problems.

Visual Arts/ Arts plastiques et visuels:

Students who have had no previous formal education in drawing and painting should begin with A200. Mature students who do not wish to study practical art may choose any of the Art Appreciation and History courses. No formal background is required for the Related Arts courses.

L'élève qui n'a jamais suivi de cours de dessin ou de peinture devrait d'abord suivre le cours A-20. L'adulte qui ne désire pas étudier la pratique peut choisir des cours d'appréciation et d'histoire de l'art.

Practical Art/Art - Pratique

Art A200

Beginning in Art

(Grade 10 – One credit)

Everybody has some artistic potential. It is the purpose of this course to develop the skills of the beginning artist by means of a series of practical projects that introduce the elements and principles of visual art. Drawing and painting techniques, subject matter, and style are some of the topics examined and explored through practical projects. No background in art is required.

A basic art kit is supplied to the student.

Initiation à l'art A-20

(10^e année – un crédit)

Ce cours s'adresse à tous ceux qui s'intéressent à l'art sans en avoir maîtrisé la technique. Il vise à enseigner les principes artistiques de base au moyen de travaux pratiques, d'explications écrites et d'illustrations. Vous apprendrez à utiliser judicieusement les divers moyens, matériaux et techniques en dessin et en peinture. Voilà pourquoi certains projets ont pour but de familiariser l'élève avec ces éléments.

Il n'est pas nécessaire d'avoir suivi un cours en art avant de s'inscrire à A-20.

On envoie une trousse d'artiste à chaque élève.

Art A401x

Composing Your Art

(Grade 12 – One-half credit)

Art is creative expression. However, creativity requires effort, and even the art student with some background in drawing and painting sometimes has difficulty in thinking of something creative and original to convey. The aim of this course is to stimulate originality in content and composition. Ideas are suggested in illustrations, diagrams, and written descriptions.

The student is provided with an art kit and some basic materials.

Art – la composition A-40x

(12^e année – un demi-crédit)

L'art est une forme d'expression créatrice. Le cours aborde des éléments picturaux tels que le style, la technique et le contenu. On espère que les idées émises stimuleront et encourageront l'élève à rechercher ses propres idées et ses thèmes.

L'élève reçoit une trousse d'artiste et quelques matériaux de base dès qu'il a complété le premier travail.

Art A402x

Style in Art

(Grade 12 – One-half credit)

Through experience, an artist gradually develops personal means of expression in art and a personal style. In this course, the student carries out a series of practical projects that are designed to increase awareness of the significance of style and to help him or her develop a distinctive style.

An art kit and a book of reproductions are lent to the student.

Art – le style A-41x

(12^e année – un demi-crédit)

Ce cours comporte une série d'exercices d'applications pratiques qui ont pour but de mettre l'accent sur l'importance du style et d'amener l'élève à en acquérir un qui lui soit propre en tant qu'artiste.

On fait parvenir une trousse d'artiste et un livre de reproductions à chaque élève.

Art A501

The Artist's Study
(Grade 13 – One credit)

Practical projects in drawing and painting and the history of art in Europe and America from 1800 to the present are covered in this advanced course. Optional projects give the student an opportunity to learn more about the two- or three-dimensional arts or crafts. Project assignments are arranged so that students can benefit from the correspondence teachers' assessment of their sketches and rough work before proceeding to the final composition.

Students taking this course should have a basic grounding in art history and practical art. Two previous art courses at the secondary school level, or their equivalent, are a desirable basis for A501.

The text for the course is:

Brieger, P.H., et al. *Art and Man*, Book 3. Toronto: Holt, Rinehart and Winston, 1964.

Art Appreciation and History

Art A301

Through Artists' Eyes
(Grade 11 – One credit)

It is said that artists teach us how to see. Yet we often have difficulty understanding the bizarre creations that they fashion for our viewing. The complex, fascinating world of art is the subject of this comprehensive study. Graphics, drawing and painting, art history, photography, television, and commercial and industrial art are just a few of the topics covered. The course ranges from a discussion of how to look at a painting to a survey of the inventions of architectural technology. Projects are designed to increase the students' sensitivity to the world of art that surrounds them. No art background is required for enrolment in the course.

A portfolio of reproductions is lent to the student.

Art A303x

Art to 1500
(Grade 11 – One-half credit)

Here is the story of cave paintings and pyramids, of Minoan palaces and Greek temples. Roman engineering, Byzantine mosaics, medieval illuminated manuscripts, and a description of the art of the Gothic era are all part of the course. No previous background in art or history is required for enrolment in the course.

The text for the course, which is lent to the student, is:

Brieger, P.H., et al. *Art and Man*, Book 1. Toronto: Holt, Rinehart and Winston, 1966.

Art A403x

Great European Art
(Grade 12 – One-half credit)

A continuation of the story of art begun in A303x, this course traces the development of European art from the end of the Gothic era (early fourteenth century), through the Renaissance, Baroque, and Rococo periods to the early eighteenth century.

Against the turbulent background of the change from feudalism to the beginning of the rise of the nation state emerged such great masters as Botticelli, Michelangelo, Dürer, Rembrandt, Rubens, Velasquez, Poussin, and Sir Christopher Wren.

The course provides students with criteria upon which to base their judgement of the art of any period.

A book of reproductions is lent to the student and a bibliography for further research is suggested.

Related Arts/Arts connexes

Theatre Arts TA300

Introduction to Drama
(Grade 11 – One credit)

The art of acting and the nature of the theatre are the major themes developed in this introductory course. Basic acting skills, such as the controlled use of voice, mime, and improvisation, are de-

scribed. The history of drama, characterization, mood, and feeling, and such production concerns as stage design, set design, costumes, lighting, and sound effects are examined.

The aim of the course is to develop the student's self-awareness and sensitivity to drama, and to encourage the student to participate in dramatic productions. No previous background is needed for enrolment in the course.

The following supplementary text is used for the course and is lent to the student: Dow, Marguerite R. *The Magic Mask*. Toronto: Macmillan, 1966.

Art A302x

Prints Without a Press

(Grade 11 – One-half credit)

Printing consists of any of the means artists and artisans use to duplicate an image. Handprinting techniques have been a means of creative expression for centuries.

The printmaking techniques introduced in this course – monoprints, stencils, cardboard cuts, and lino cuts – are simple to learn, but have the potential of yielding sophisticated results in the hands of a creative artist. Some previous background in art would be helpful to the student taking printmaking.

A printmaking kit is supplied to the student.

Film Arts A442x

Film, the Lens, and You

(replaces FA402x)

(Grade 12 – One-half credit)

The purpose of this introductory course is to explore the possibilities of film, the camera, and the darkroom in order to develop the student's potential as a photo artist. Some information about the science of photography is included, and some of the techniques useful in photographing are described to enable the student to recognize a worth-while subject and to show the student how to proceed with creating the image.

The course is designed for the amateur photographer who is primarily interested in photography as self-expression. Emphasis is given to the practical rather than the theoretical aspects of photography. Students are encouraged by means of assignments and projects to develop their own awareness and skills in photography.

Students are required to supply their own camera and film. There is no text for this course, but a portfolio of prints is lent to each student.

Photographie P-41x

(12^e année – un demi-crédit)

Ce cours s'adresse au photographe amateur qui s'intéresse avant tout à l'expression de soi. Il met l'accent sur la pratique plutôt que sur l'aspect théorique. L'élève est encouragé, à l'aide de projets et d'exercices, à développer son attention et sa dextérité en photographie.

L'élève doit se procurer un appareil photographique et un film. Il n'y a aucun manuel requis pour ce cours mais on prête une chemise d'épreuves à chaque élève.

Film Arts A444x

Cinematography

(replaces FA404x)

(Grade 12 – One-half credit)

The subject of this course is the art of making movies. Filmmaking and film appreciation are the two objectives. Emphasis is given to the practical rather than the theoretical aspects of cinematography. Students are encouraged by means of assignments and projects to develop their own skills in filming.

The topics covered include: the principles of photography; composition; animation; film technology; film criticism; history and genre; and making your own films. It is not necessary for students taking this course to have any previous background in photography or filmmaking.

Students must have access to a movie camera in order to take this course.

Politics Science ● General Science Physical
Physics Chemistry Advanced Chemistry Bi
Technical Subjects ● Carpentry Basic Draft
Blueprint Reading Visual Arts ● Beginning
Artist's Study Introduction to Drama Print
natalography Through Artists' Eyes Art to 1
tinent of Europe and Asia The Geography
on Human Geography Urban Developmen
é Dactylo Dessin industriel Droit Éducation
Mathématiques Photographie Physique Lit
littérature canadienne-française Grammair
naire et composition anglaise Cours au pal
studies Marketing Business Organization a
Typewriting Communications and Business
Mathematics ● Basic Arithmetic Consumer
ess Computations Statistics and Probabilit
f Investment Relations and Functions Hist
Ancient and Medieval History Economics V

THE LIBRARY

The Ontario Institute
for Studies in Education

Toronto, Canada



Politics Science ● General Science Physical
Physics Chemistry Advanced Chemistry Bi
Technical Subjects ● Carpentry Basic Draft
Blueprint Reading Visual Arts ● Beginning
Artist's Study Introduction to Drama Print
matography Through Artists' Eyes Art to 1
tinent of Europe and Asia The Geography
on Human Geography Urban Developmen
é Dactylo Dessin industriel Droit Éducation
Mathématiques Photographie Physique Lit
Littérature canadienne-française Grammaire
naire et composition anglaise Cours au pal
Studies Marketing Business Organization a
Typewriting Communications and Business
Mathematics ● Basic Arithmetic Consumer
ness Computations Statistics and Probabilit
of Investment Relations and Functions His
Ancient and Medieval History Economics V